Table of Contents

Welcome to KEYSCAN SYSTEM III 4

Section 1: INTRODUCTION TO KEYSCAN ACCESS CONTROL 5

Key Benefits 5

Basic Concepts of Access Control 5

Common Examples of Daily Use 6

Door Alarms 7

Using Security Cards 7

Section 2: USING THE SYSTEM 8

System Hardware Requirements 8

Network Requirements Also Refer to Appendix A for Setup 9

Installation For Windows 95, 98, NT, 2000 10

Navigating the System (Day to Day Operation) 11

File Menu 14

Communication Menu 15

Alarm Menu 16

Alarm Response 16

View Alarm Responses 17

Reports Menu 18

Normal Setup 18

Quick Setup 21

Weekly Setup 21

System User Log 21

Database Menu 22

Utilities 23

Door Control/Status 24

Door/Input Status 24

Manual AI (Auxiliary Input) Shunt 25

Manual SI (Supervised Input) Shunt 25

Manual Output Control 26

Reset Anti-Passback 26

Time Zone Status 27

Elevator Control/Status 27

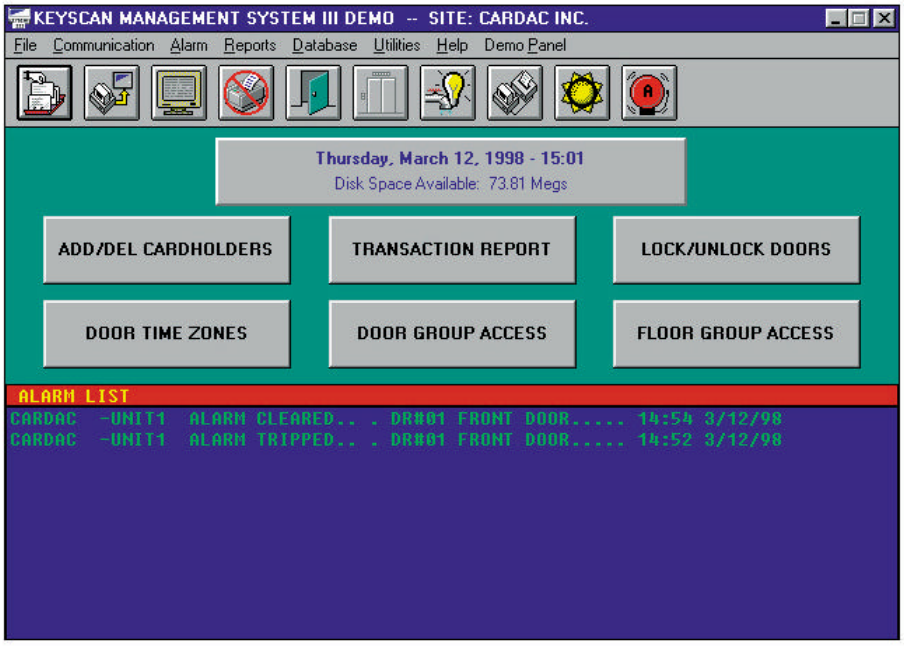
Card In/Out Status 28

Change Password 28

Alarm Notification 28
Rebuild Index Files 28
Display User Transactions 29
Print Online Transactions 29
Stop Printing Reports 29
Help Menu 29
Section 3: SETTING UP YOUR SYSTEM 30
Setting up Communictaions 30
Creating and Managing Sites 31
Setting Up a Site 31
Site Name 31
Site ID 32
Number of Units 32
Modems 32
Unit Setup 32
Completing Door Unit Information 34
Set Door & Input Names 35
Set Reader Names & Assignments 36
Set Auxiliary Output Names 37
Door Timer Setup 37
Keypad/Reader Access Setup 38
Set Door Time Zones 38
Set Door Group Access 40
Assign Time Zone to Doors/Outputs 40
Assign Time Zone to Auxiliary Inputs 41
Assign Time Zone to Supervised Inputs 42
Assign Time Zone to Readers/Keypads 42
Assign Output to Door Alarms 43
Assign Output to Auxiliary Inputs 44
Assign Output to Supervised Inputs 45
Set Alarm Response Instructions 45
Set Alarm Inputs' Graphical Locations 46
Completing Elevator Unit Information 47
Set Table Names 47
Assign Elevators to Tables 47
Set Floor Names 48

Set Table Time Zones 49
Assign Time Zone to Floors 50
Assign Floor Group Access 50
Holiday Setup 52
Daylight Savings Setup 52
Master PIN Setup 53
Uploading Database 54
Selective Database Update 54
Update Database Changes 54
System Report 55
Section 4: Compiling Your Card Database 56
Card Option Setup 56
Adding New Cards 57
Block Load Cards 58
Change a Card 58
Find a Card 58
Sort Cards 59
Delete a Card 59
Activate Card 59
Print Card Database 59
Section 5: Technical 60
Glossary of Terms 61
Creating and Importing Graphics 65
Using Your Card or PIN number. 66
Setting Up Modems 67
Tape Drives and Network/Servers 68
Making a Backup of the Database 69
Appendix A: Networking Software Set up 70
Client & Server Programming Differences 75
Appendix B: Programming Worksheets 82

Welcome to KEYSCAN SYSTEM III


KEYSCAN MANAGEMENT SYSTEM III DEMO -- SITE: CARDAC INC.
File Communication Alarm Reports Database Utilities Help Demo Panel
Thursday, March 12, 1998 - 15:01
Disk Space Available: 73.81 Megs
ADD/DEL CARDHOLDERS
TRANSACTION REPORT
LOCK/UNLOCK DOORS
DOOR TIME ZONES
DOOR GROUP ACCESS
FLOOR GROUP ACCESS
ALARM LIST
CARDAC -UNIT1 ALARM CLEARED.. . DR#01 FRONT DOOR..... 14:54 3/12/98
CARDAC -UNIT1 ALARM TRIPPED.. . DR#01 FRONT DOOR..... 14:52 3/12/98

Do you know who's entering your building or site? When they are entering and how often? Do you know which door, area or elevator are they using, or when and where they exit?

With Keyscan System III software, you will know the answers to these questions and dozens more after only a few keystrokes.

Now you can monitor the activity of one or several buildings or sites all at the same time, then store and analyze the data to give you a clear picture of your building's access activities, security strengths, and weakly controlled areas.

System III is a state-of-the-art security management software system that allows you to

1. control and manage access
2. record incoming/outgoing activity, and
3. keep an up-to-date, detailed database of up to 16,000 individual cardholders.

The database can be updated, reviewed, and printed in report form at any time.

Using a modem, you can control multiple sites by simply "dialing up" the system and uploading its database to the Access Control Units (hereafter called "Units") which work with the software 24 hours a day, 365 days a year.

At each site, System III can operate up to 256 card readers positioned at various entry and exit points. Each cardholder's security card is designated with a specific access number and code. Once identified or "read" by a card reader, a signal is sent to a Unit which refers to the software's database. The cardholder's record is obtained, along with their level of access. The Unit then "decides" whether to lock or unlock an entry point based on the data.

Cards are available in a range of variations to suit specific needs. If a card is lost, damaged or stolen, it can be canceled from the database in seconds and a new card and number introduced. Even visitors, contractors and temporary personnel can be issued a card and entered into the database, further enhancing access control and security.

Section 1: INTRODUCTION TO KEYSCAN ACCESS CONTROL

The following topics provide a brief introduction to this product and its use.

Key Benefits

- Replace keys with specialized security cards
- Manage and record access 24 hours a day, 365 days a year
- Store, create and print detailed, customized reports
- Spot trends or problem areas at a site (or multiple sites)
- Introduce or cancel cardholders within seconds
- Identify high and low traffic areas by door use activity
- Print a wide range of data including specific entry/exit times and entry/exit points for all cardholders
- Control and analyze virtually all access activity at a site

Basic Concepts of Access Control

System Overview

The KEYSCAN Access system consists of six integrated components as follows:

- System III software
- personal computer (PC)
- security card
- card reader and/or keypad
- locking hardware
- Access Control Unit (Unit)

Together these components work to give you complete security and access control management.

After installing your System III software, you key in all security information such as system parameters, cardholders and data and time schedules. (This manual walks you through this step-by-step).

Your information is then automatically (or manually) uploaded to your Units.

To enter or exit an area, each cardholder must present their card or token to a card reader.

A keypad can be used alone or in combination with a card reader for even greater security.

Using the System III software and either modems or network interface devices, you can operate multiple Units at different locations.

Together, your PC, software, and Units function as one system to manage access to an unlimited number of sites, store cardholder information and display up-to-the-second alarm activity.

Using a modem you can “dial up” your sites or by using a Keyscan “LAN/WAN” converter you will be able to program or change your Unit’s programming — no matter where your Unit is located.

Units control card readers, keypads, elevators —are under your control. You can have up to 32 possible Units at one site with 2, 4 or 8 card readers / keypads for a possible total of 256 Readers & 10 Elevator Controls.

Common Examples of Daily Use

Technology is changing the way we work. Whether the location is a large corporation in the heart of downtown or a field office in an isolated area, workers are entering and exiting their worksites around the clock, 365 days a year.

Buildings that still rely on keys and lack proper security systems are not secure. Access is not controlled or managed; keys can be easily copied or loaned; and because many companies have their entire financial and operating data on computer hard drives or disks, a break-in or unmonitored access could spell the loss of critical information.

System III software gives you full access control and management of your building or site. You can program a multitude of access levels and manipulate them in a variety of ways — any time, at any site.

By setting up a comprehensive database of cardholders, access codes and security clearances and updating it as required — you know exactly who is accessing your premises at all times.

For example, you can give all managers at one location 24-hour access to all doors, while another group such as cleaning staff or temp workers may only have access to the front door, a certain floor or a specific time period. (Called Time Zones).

You can also define a group or individual's entry/exit time zone up to the minute, so when a cardholder presents their card to a reader, the door will lock or unlock depending on the data programmed in the database.

If a cardholder attempts to enter an area after their designated time has expired, the software will record that attempt. All invalid attempts may be printed for further analysis. Reports can also be generated to detail a site's access activity and/or pinpoint security strengths and weaknesses.

Your database is a pivotal component; it has been configured to store a variety of detailed information including cardholder files, PIN numbers, time zones — even holidays. It may be reviewed, updated and uploaded as required.

Cardholder information may include title, work place, phone number — even a vehicle description, parking space and license plate number, if appropriate.

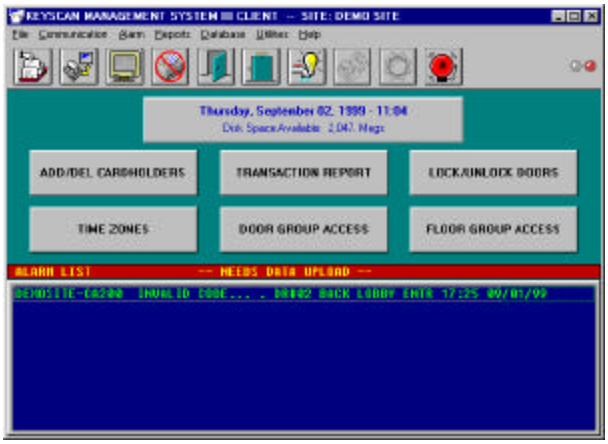
The card can also be used in conjunction with a keypad and keypad code. By combining card, card reader and keypad, security is further enhanced.

The software and Access Control Units are configured to work together as a system to monitor every door and entry point in your site around the clock, 365 days a year, and notify you of alarm conditions within seconds.

Door Alarms

There are two types of alarms you can receive from a door: an alarm when someone is forcing the door open, and an alarm when someone has left a door open or held it open past the programmed allowable time.

For example, if a door is forced open (or someone tries to override it with a key), an alarm triggers. Similarly, if someone holds a door open past the maximum amount of time programmed (after they had presented a card or pressed an exit device to unlock the door), a door-held-open alarm will be triggered. When the door is closed, an alarm cleared condition will occur.



An Alarm List (on the Main Menu screen) displays incoming alarms. Even if you are doing another activity such as adding cardholder names to your database, or if you are using another software in the foreground, with Keyscan System III in the background an alarm window will alert you to any alarm condition. The Alarm List provides the alarm's description, location and time — the oldest alarm listed first.

Note: If an alarm occurs at a remote site, then it will dial out automatically to the host computer. If the remote site dials in and communication is lost during transmission, then the remote site will dial out within 30 seconds to re-establish communication. However, if the remote site cannot connect with the host computer, then the remote site will dial out every 4 minutes until communication is established.

Using Security Cards

Unlike keys, security cards offer several advantages.

- They are non-transferable
- They are convenient
- They may be canceled from the cardholder database and replaced immediately.

Each security card is designated with a specific batch code and access number marked on the edge of the card.

To enter or exit doors, card users simply present their cards to a card reader near the door.

If used in conjunction with a keypad, card users must enter their PIN number by pressing the star key (*) followed by their five digit PIN and the pound (#) key, and then present their card at the card reader.

Common types of security card technologies include:

- Proximity Card
- Wiegand technology
- Kwik Key Data Chips
- Magnetic stripe
- Bar Code
- Radio Frequency (RF) or Infrared (IR)
- Biometrics (Hand, finger retinal, etc.)
- Smart Card

Section 2: Using the System

This section helps you to begin using the system.

There are three areas here to help you access the power of this application:

Getting Started — provides you with the steps you will take to start the system both for the first time, and for daily use.

Navigating the System — shows you the various methods you can use to access the various functions and features of the system.

Utilities for System Control — outlines the functions that give you direct "*Interactive*" control over your access system. This allows you to bypass or override the settings you have programmed into the system when exceptions occur. For example, "shunting" a door so movers could go in and out of a door continuously without repeatedly causing alarms.

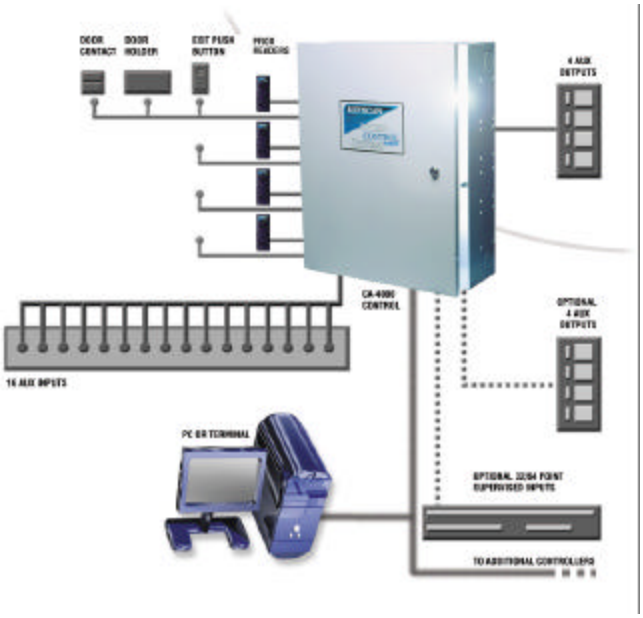
System Hardware Requirements

Hardware Requirements

The ***Keyscan System III Standalone software*** (P/N 9030295) is designed to run on any IBM (or compatible) Pentium 200 or higher PC. The software requires Windows 95, 98, ME, NT or 2000.

Additional Requirements:

1. A minimum of 32 Meg of RAM is required.
2. A color VGA monitor *(SVGA preferred)*.
3. A minimum 1 GB Hard Drive.
4. A Bus (PS2) mouse.
5. A dedicated serial port either Com 1 or Com 2 is required for a local or remote site. If using both local and remote sites, then you require Com 1 and Com 2.



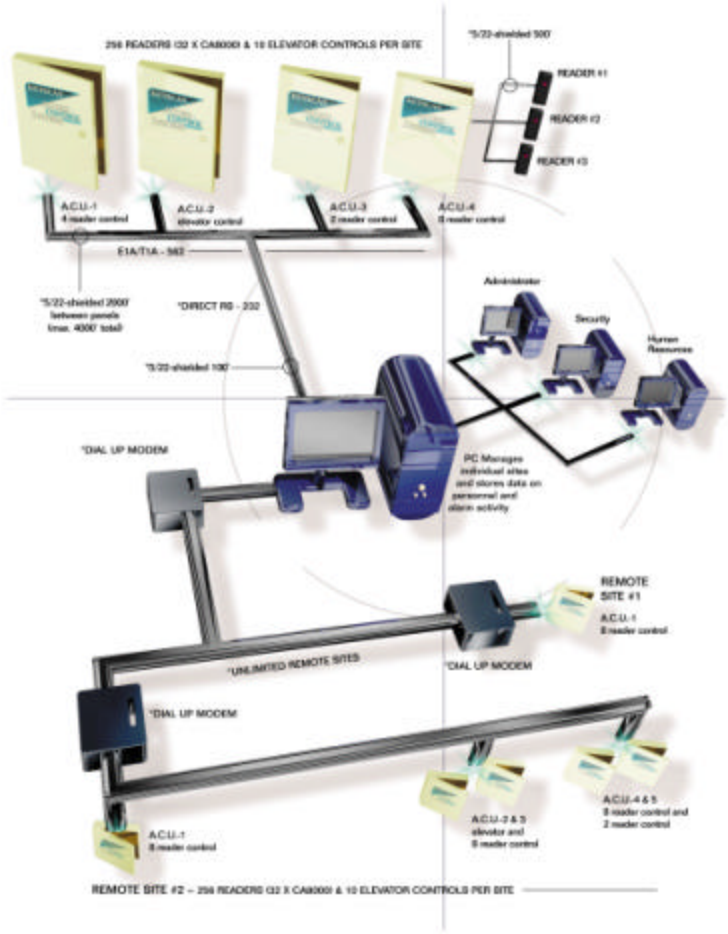
System III Networking Requirements

The ***Keyscan System III Networking software*** (P/N SYS3NT.xx) is designed to run on any IBM (or compatible) PC. The **Keyscan Server Software** requires a **minimum Pentium 400 Mhz** or higher PC & the **Keyscan Client** requires a **minimum Pentium 233 Mhz** or higher. The software requires Windows 95, 98, ME, NT or 2000.

Note: DO NOT INSTALL the Keyscan Server Software on the customer's MAIN SERVER. It should be a dedicated PC on the network!

Additional Requirements:

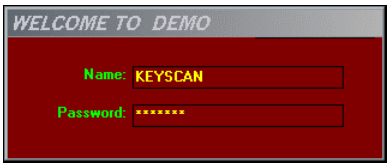
1. A minimum of 96 Meg of RAM is required for the Keyscan Server Software & 64 Meg of RAM for Keyscan Client Software
2. A color VGA monitor *(SVGA preferred)*.
3. A minimum 1 GIG Hard Drive.
4. A Bus (PS2) mouse.
5. A dedicated serial port either Com 1 or Com 2 is required for a local or remote site. If using both local and remote sites, then you require Com 1 and Com 2.



Installing Keyscan System III

Installation For Windows 95, 98, NT, 2000

1. Close any applications that may be running.
1. Insert CD into your CDROM drive.
2. Autorun of the setup should occur.
3. If Autorun does not occur, then Open Windows Explorer.
3. Then double click your CDROM Drive: (Usually D)
4. Then double click on setup application.
5. Follow the online instructions to complete installing the system.
8. You will be asked to specify what directory to install the software. (Default is C:\SYS34WIN\)
9. When it has finished installing you will be returned to the Windows Desktop.
10. Click on the Keyscan icon to run the Program.
11. You will then be asked to setup your Data Directory. The default data directory is C:SYS34WIN\KEYDATA. Generally you will leave this as is on Keyscan System III Standalone & on The Keyscan System III Server Software. While on the Keyscan Client you would map a drive to the Keyscan Server Keydata directory.
12. At the "Welcome to Keyscan" Window, Enter "**KEYSCAN** " for the **Name** and **Password**. (**Note: Must be in CAPITALS Password is case sensitive)**



13. You are now ready to Setup Your System.
14. Then proceed to Setting Up Your System (Refer to Pg. # 30)
15. Followed by setting up Your Card/User Database (Refer to Pg. # 55)
16. Then Setup Users to Access the Software.

Normal Operation

For your day to day operation you click on the Keyscan Icon to run the System III application You then: (If you have System III for Networking you would click on the Keyscan Client Icon, note: Keyscan Server Software must be running)

1. Log onto the system by Entering your Assigned Name and Password to Log onto the system. (Note: Your Password is case-sensitive and must be entered as assigned. You may change your Password at any time.) Your assigned logon also determines what areas you are able to access in the software. Then you proceed to your day to day operations.
2. Then you Logout or Exit.

Navigating the System

There are three methods of Navigating:
Menus, the Toolbar, and “Hot Buttons”

Menus

The Main Screen features seven Menus across the top: Each have a drop down menu.
File, Communication, Alarm, Reports, Database, Utilities, Help

Toolbar

Below the menus we find the Toolbar, which contains 10 buttons, each with an Icon on it. Each Icon has a “call out” describing its function. These Toolbar buttons are shortcuts to some of the most commonly used functions of the system.

Icon Represents

Card File: Select a Site

PC/Panel: Upload Database Changes to Sites/Units

Monitor: Enter Online Transactions Mode

Printer: Turn Printer On/Off for Online Transactions

Door: Door Controller Parameters Menu

Elevator: Elevator Controller Parameters Menu

Utilities: Change & Manage Controller Parameters

PC & Printer: Print System Report

Sun: Define Holidays

Bell: Alarm Response

Hot Buttons

These buttons are similar to the Toolbar buttons in that they also represent shortcuts to commonly performed tasks. However they differ in that they have no Icons. Instead they have labels indicating their actions, similar to the Menu functions they provide shortcuts to.

Access your cardholder database and make changes.

Generate reports based upon recorded activities at your site.

Secure or open a specific door or doors and display the lock status of doors.

Designate specific time periods that 1) allow or deny cardholders access, 2) lock and unlock doors or outputs, or 3) arm and disarm inputs.

Designate specific time periods that allow or deny groups of cardholders access to doors.

Designate specific time periods that allow or deny groups of cardholders access to floors.

Alarm List

The Main Menu features an **Alarm List** allowing you to review incoming alarms and/or alarms on hold.

The list indicates the oldest alarm first, according to the time and date it occurred. Using the down arrow key at the far right, you can scroll through the box and review the most recent 20 alarms.

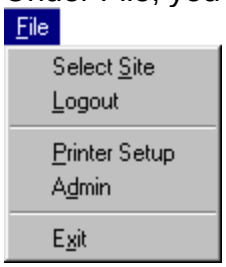
For Further information on an Alarm:
Click the
An Alarm
Response screen will appear, giving you details and instructions on that specific alarm —with a maximum of 200 pending alarms and 25 alarms on hold. Click **Next** to review the next alarm condition or **Exit** to return to the Main Menu. *(Note: When a small alarm window appears on screen, it indicates that one or more alarms have occurred in your system. Refer to your Alarm List or Alarm Response screen for further information).*

Additional information on the main menu includes a box that displays the current time & date and how much hard disk space is left on that PC. When the disk space goes below 20 Meg, the software will begin to beep and the box will change colour. This is to notify you that you need to do a backup and purge some of the history files.

You will also notice on the Alarm List title bar, located in the centre. Occasionally a message "NEEDS DATA UPLOAD" will appear. When this message is displayed, it means that your database has a change in it and you now have to update the panels in order for those changes to take effect.

File Menu

Under File, you'll find Select Site, Log Out, Admin and Exit.



Select Site or allows you to identify and access a site and its database. Each site is equipped with its own Access Control Units (Units) and specific database of information. Click **Select Site.**

Click on the left arrow to the select the specific site you want to work with.

Click OK.

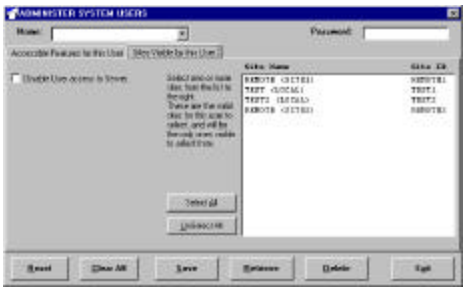
It will be either a Local site that is a direct connection from the units to the PC or a Remote site that communicates via a modem or LAN/WAN.

Local Site: When selecting a site name and it is a local site, you will see below "Local Site". Click "OK". You are now on line with this site. Remember to upload any changes made to the database if you are going to exit the Keyscan System III Software, otherwise if you forget, it will upload automatically. (This will occur after 10 minutes of no activity on the Keyboard just before logging off the system or after you have logged off the System.) Note: Automatic upload only occurs for a local site that is selected while a manual upload is required for all remote sites.

Remote Site: When selecting a site name and it is a remote site, you will see below "Remote Site [ ] Establish connection now". Click on "[ ]" and then "OK". (Modem will dial up the site selected.) **Note:** You will not be able to select any options until communication is established. "Remember to upload any changes that have been made to the database, as well as to hang up when completed with that site." **Note:** Automatic upload only occurs for a local site and NOT remote sites. "Modem Off-line" or "Modem On-line" will be displayed on the Main Menu in the Top Right Corner of the Alarm List Screen.

Log Out Takes you back to initial Name and Password Window and maintains the operation of the software (E.g. If an alarm occurs it will be displayed on the system), In order to access the system again you must Log back on.

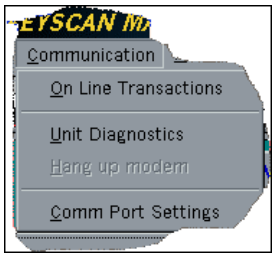
Admin sets up users to access each menu and to designate the sites they are allowed to view & modify.



Exit shuts down the operation of the software and exits the program. If you do this, no activity will be displayed and you will not be notified of any alarms that occur until you restart your software.

Communication Menu

Under Communication, you'll find **Online Transactions, Unit Diagnostics, Comport settings** and **Hang up Modem** if you have Remote Sites.

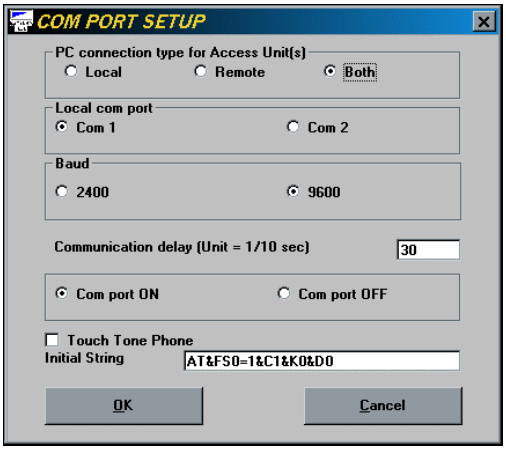


Online Transactions Displays all the current activities occurring at your site. You will have displayed alarms, access granted, access denied and etc. Note: You may have a delay before you receive activities on your PC. This delay time depends on the number of Units you have working on your site.

Unit Diagnostics allows you to get online with your Units. Each Unit has its own operating system which is programmed separately into the system. *(Note: This window should be used by your installer only, for various diagnostic purposes).* Do not leave system in this mode to monitor alarm conditions.
Click **Unit Diagnostics** and you'll find three fields: **File**, **Communication** and **Utilities**:
a)**File** returns you to the Main Menu.
b)**Communication** Select **Communication** and click **Switch Unit**. This key lists specific Units at a site and allows you (or your installer) to retrieve a specific Unit in its diagnostic mode. When a Unit is highlighted and you double click that Unit, an Enter command will appear at the right of the fields, indicating that the Unit is online. *(Note: For additional information or instructions, please refer to the Technical Diagnostic or Unit manuals).*
c)**Utilities** Click Utilities to ensure that your printer is enabled to print unit information.

Hang Up Modem this disconnects the modem communication to the Remote Site.

Comport Settings used to set up the PC connection type.



Alarm Menu

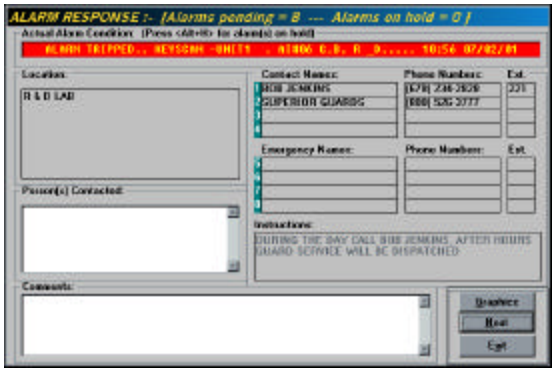
Under the alarm menu, you may clear incoming alarms and write comments on why the alarm(s) occurred. You can view incoming alarms with graphics, and you can place alarms on hold to be viewed later. Once you have filled out the response table, you may store the response(s). You may also review operator responses by date. Under the Alarm Menu you'll find two options:

Response , and
View Responses.

Response: allows you to view, record and respond to Alarms Pending and Alarms On Hold.

View Responses: This window allows you to enter an alarm date and view the details of its location, condition and acknowledged/completed times and dates.

Alarm Response



The Response window allows you to view, record and respond to Alarms Pending and Alarms On Hold.

Alarms Pending are alarms that have occurred, but have not been acknowledged by the operator. Alarms pending will store up to 200 alarms. This Response window will have been pre-programmed via your database to give you relevant information on an actual alarm point. *For example, under Location, the data may read "Office doors on West Entrance of building." Under instructions, the data may read, "Check to make sure doors are secure and call Police."* The date and time are also listed.

View an alarm(s) pending.

1. Select Alarm Response screen.
2. Click next and answer question to complete alarm with a yes.
3. Fill in comments on alarm in the Comments window.
4. Fill in person(s) contacted or Click Alt+1 to input number one name displayed in contacts list to be copied into the Person(s) Contacted window. Select Alt+2 for second name, Alt+3 for third name and so on. (You can store up to 8 names).
5. The Graphics key allows you to display a graphic depicting an alarm point. To display a graphic, click Graphics and the graphic (if available in your system) will be displayed. Press the Esc key to return to the previous window.
6. To view other alarms, click on next and repeat step one. Also should you want to **exit** screen, select exit and answer question to complete alarm with a **yes**. Either step will acknowledge alarms and store your responses.

Alarms on hold are alarms that have been acknowledged, but have not been completed (or followed up) by the operator. Alarms on hold will store up to 25 alarms.

Place an alarm(s) on hold:

1. Select Alarm Response screen. This alarm will display on screen.
2. Click next and answer question to complete alarm with a **NO**.
3. Repeat steps for other alarms.
4. Exit returns to the Main Menu.

View alarm(s) on hold.

1. Select Alarm Response screen. The alarm will display on screen.
2. By pressing Alt+H to view an Alarm(s) on Hold including its input name, ID and location. The date and time are also listed.
3. Double click on alarm within listing to bring the details of that alarm condition to the Alarm Response screen.
4. Fill in comments and person(s) contacted.
5. The Graphics key allows you to display a graphic depicting an alarm point. To display a graphic, click Graphics and the graphic (if available in your system) will be displayed. Press the Esc key to return to the previous window.
6. Click next and answer question to complete alarm with a yes.
7. Repeat steps to complete other incoming alarm(s).

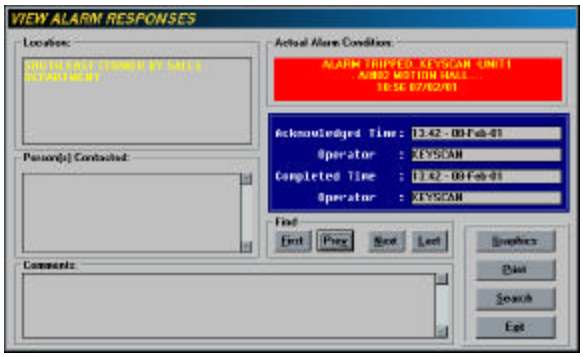
(Note: Every alarm triggered must be completed and cleared in your system in this way.)

View Alarm Responses

This window allows the operator to review responses by an alarm date , in details of its location, times ,dates and conditions and which operator acknowledged / completed it. You can also display a graphic of alarm location in question.

View alarm Responses.

1. Under Alarm (in the Main Menu), select View Responses.
2. Enter date of search and press OK. First Alarm responded on day search, will show up on screen. Person(s) Contacted and Comments may be listed, with all other data details.
3. The First, Prev, Next, and Last keys allow you to scroll through the report to review additional alarms responded within search.
4. The Graphics key allows you to display a graphic depicting an alarm point. To display a graphic, click Graphics and the graphic (if available in your system) will be displayed. Press the Esc key to return to the previous window.
5. The Search button allows you to enter a new date for additional alarm response reviews.
6. Click Print button for data to be printed within search.
7. Click Exit or Cancel to return to the Main Menu.

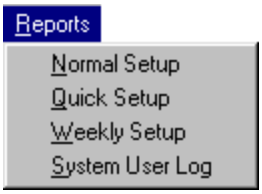


Reports Menu

Reports are used to review activities\transactions that have occurred at your site. Using reports give you a clear picture of your site's activities such as entry points used most often or those rarely used, and specific cardholders who are the first to enter and/or the last to leave.

Under Reports, you'll find:

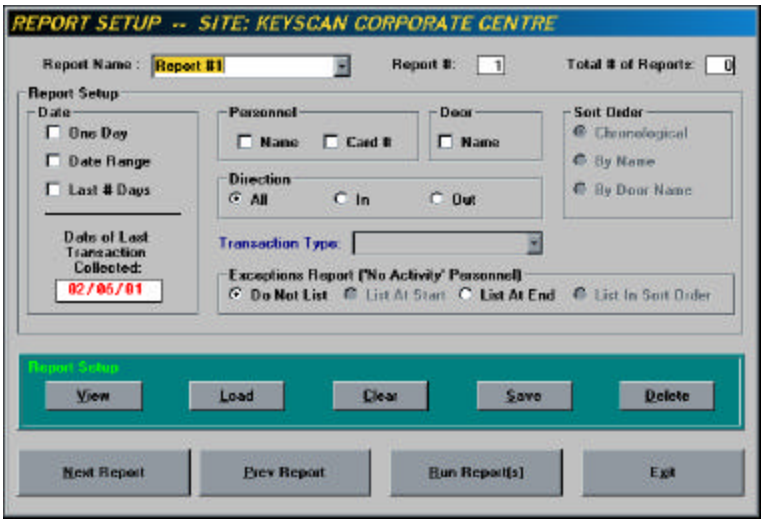
1. Normal Setup
2. Quick Setup
3. Weekly Setup, and
4. System User Log



Normal Setup

Normal Setup is used to create the type of report you are inquiring about, and also displays the last date that your system had retrieved your transactions from the units.

Report Information



Select under Date the type of day report:
One Day(Is used to review transactions for a single day).
Date Allows you to report on the outgoing transactions through readers).

Date Range(Is used to review transactions for specific dates and times).
Last # Days(Is used to review transactions for the last # of days entered).

Select under personnel the Card User(s) to report:
Name(Allows you to select a Card User(s) name to report).
Card#(Allows you to select a Card User(s) number to report).

Select under Door the Door(s) to report:
Door(Allows you to select a single or multi door report).

Select the Direction:
In(Allows you to report on the incoming transactions through readers)
Out(Click Normal Setup under Reports Menu or click on the Transaction Reports Hot Button.

Select the Transaction Type(This allows you to choose one pre-assigned transactions types).

Exceptions Report (This provides a list of the card holders who have not used their access cards for that particular date.

Setting Up a Report

One Day

Enter the date and start and end times you wish to search for transactions. If no times are entered then it will search for a 24 hour period.

Date Range

Enter a date range to search for transactions.
Enter your Start Date time and End Date time (No entry will search for 24 hour periods).
Enter the between dates by entering specific start and end times (This allows you to only view reports during the times specified).

Last # Days

Enter the number of days you wish to receive transactions for. A maximum of 99 days may be entered from today's date.

Personnel

Select **Name:**

For a single name search:

Click a Single name.
Enter the name you want to run a report on.
Select under Matching an Exact or Partial name match for the name entered.
Click on OK to accept your entry.

For Multi-name search:

Click on View File.
Select the cards you wish to run a report on up to 10 names by highlighting the card(s) and clicking on the select button.
Click on Return to accept your data entry.
Click on OK to load the data into your report.
You may click Clear if the data entered is not what you wish to report on, and repeat the above procedures.
You may click Cancel to return to main reporting menu.

For running a report using the Optional Fields:

Click on Optional Fields.
Under Group you may enter a specific Door Group Access number to report on.
Under Elevator you may enter a specific Elevator Group Access number to report on.
Under Display Order you may select the order of the optional fields in which the report will display them in.
You may enter one or more Optional Field Name(s) that you have assigned.
Click on OK to accept your data entry.
You may click on Clear if the data entered is not what you wish to report on, and repeat the above procedures.
You may click on Cancel to return to the Card menu.

Report on Door(s):
Click on Name under Door.
Single Door Search:
Select single Door.
Click on right arrow to display the door names on your system.
Click on the door name you wish to search for.
Click OK to accept your data entry.
You may click Clear to delete your entry and select a different door.
You may also click Cancel to return to main report menu.

Multi-door Search:
Select Multi-door.
Click on right arrow to display the door names on your system.
Click on the door name you wish to search for.
Press Enter to accept door name and repeat above steps for up to 10 other doors.
Click OK to accept your data entry.
You may click Clear to delete your entry and select different doors.
You may also click Cancel to return to main report menu.

Sort Order allows you to select the order in which you wish the report to be displayed.
Select Chronologically for oldest date and time to newest.
Select By Name will report the card names in alphabetical order.
Select By Door Name will report the door names in alphabetical order.

Direction refers to the direction of card activity entering and/or exiting a building or site.
Select All to report on all card activity both IN and OUT.
Select IN to report on all card activity for IN readers.
Select OUT to report on all card activity for OUT readers.

Transaction Type allows you to select a ONE predefined transaction.
Click on the arrow on the right hand side to display the predefined transactions.
Select or scroll down to display the transactions:

Access Denied	Aux Output Off	Door Locked
Access Granted	Aux Output ON	Door unlocked
Alarm Cleared	Code Expired	Invalid Code
Alarm Tripped	Door Closed	Trouble Open
Alarm Duress	Door Held Open	Trouble Short

Click on the transaction you wish to run a report on.

Exception Reports when selected will print all card holders who have not used their cards that day. Good to verify who was in the building.

Viewing your Report

The Report Setup menu is used to review the parameters you have selected, load a saved report, clear a report, save a report and delete a report..

Several function keys are available under the Report Setup:
Use **View** to review your parameters that have just been setup.
Use **Load** to load a report previously saved and which you've selected in Report Name.
Use **Clear** to clear the current data from your screen.

Use **Save** to save the report so you may use it in the future, eliminating the need to re-enter the report criteria.
Use **Delete** to delete a saved report that is no longer valid.

Use **Next** Report to view your next saved report.
Use **Prev** Report to view your previously viewed report.
Use **Run** Report(s) to:
Select **Screen** to display the report on the monitor.
Select **Printer** to print report to local printer.
Select **File and Screen** to display the report on the monitor and save it to the file specified.
You may also Select to include a Header/Footer or Append to existing file (if already exists).
You may then use a text editor such as notepad, word or etc. to review and manipulate the file into a document.
Click OK to accept the above or,
Click Cancel to deselect the report from running.

Quick Setup

Allows you to quickly run a saved report.
Under Reports, click Quick Setup
This will dispay the reports saved.
Click on an available report in the left Available Queries column and,
Click Select, it will now be transferred into the Selected Queries column located on right side.
Click Report to run the report.
Use View to display the reports criteria.
Use Cancel to return to main menu.

Weekly Setup

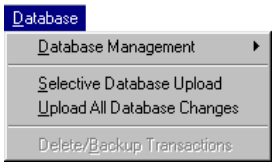
Allows you to select a report(s) to automatically print during the date and time specified. *(Note: If you select this option, make sure your printer is on and has paper).*
Under Reports, click Weekly Setup
Click on the day you wish to have report automatically print
Click on Time and enter the time you want the report t start printing.
Click on an available report(s) in the left Available Reports column and,
Click Select, it will now be transferred into the Selected Queries column located on right side.
Click Report to activate the automatic reporting feature.
Use View to display the reports criteria.
Use Cancel to return to main menu.

System User Log

Allows you to view all logged in software operators, by their names and the times and dates that they logged into the system and logged off (Note Log Off will only be displayed if user has logged off the system and not exited the program).
Under Reports, click System User Log.
Click Exit to return to Main Menu.
Click Print to print the User Log.

Database Menu

Under Database you will find:
Database Management
Selective Database Update
Update Database Changes
Delete/Backup Transactions



Database Management: This allows you to create and manage your site(s) database.

Selective Database Update: This allows you to select a particular database parameter to be completely uploaded to the controllers.

Update Database Changes: This allows you to send only the current changes that have been made in the database.

Delete/Backup Transactions: This allows you to free up hard disk space by deleting or saving your transaction files to a disk.
Use this feature to delete your activity transactions or back them up onto a floppy disk or another directory on your hard drive.
At the Main Menu, click Database.
Click Delete/Backup Transactions. A screen will be displayed.

You may select "Keep transactions for the last [ ] days. (You must enter a number in the box.) This will save the number of days that was entered and delete or backup all the rest.

You may also select "Delete transactions dated before [current date]. (The current date will appear, you may change if you like.) This will delete or backup the records from the date entered.

If you intend to backup the data to a floppy disk, you would select "Keep Backup". If you do not, then your transactions will be deleted.

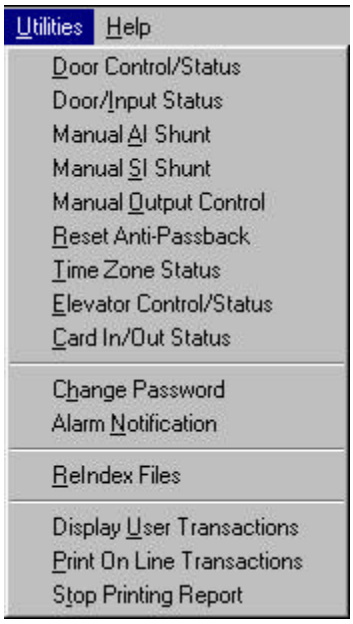
You then may select the path to backup your transaction files. (Default is A:\.bkp)

Next you must select the site(s) (located on the left side) that you want to delete or backup the transactions.
Click on the site(s).
Click on "Select".
You then must highlight the site(s) (located on the right side) by clicking on it.
Click on "File Size", to view how large the selected File is and how many days of transactions there are. This will help you determine how many disks are required for the backup.
Click "OK" when all information is entered. All files will be deleted or backed up to the path specified.

Note: The backup floppy data are saved as a Text File (Flat File). Therefore you may import it into MSWord or MSExcell.

Utilities

The Utilities menu gives you additional ways to manage and configure your software. You can view the status or manually manipulate your hardware instantly.



Door Control/Status This gives you the door lock status via your Access Control Units. This screen also allows you to manually lock or unlock or pulse doors. (You can also access this screen via your Main Menu hot button, Lock / Unlock Doors).

Door/Input Status This gives you the latest alarm status information on your Access Control Units.

Manual AI (Auxiliary Input) Shunt This allows you to the view or manually manipulate your auxiliary input status.

Manual SI (Supervised Input) Shunt This allows you to view or manually manipulate your supervised inputs status.

Manual Output Control This allows you to set auxiliary outputs to an On or Off position as well as view the present status.

Reset Anti-Passback This will cancel the In/Out flag for each cardholder and restore user(s) cards for validation.

Time Zone Status This allows you to view the status of time zones and manipulate them on or off.

Elevator Control/Status This allows you to view or set elevators floors status manually.

Card In/Out Status This allows you to see the In or Out status of all cards within a controller.

Change Password Allows operater to enter a new password.

Alarm Notification This allows you to select the display and sound method of the alarm notification pop up window on screen when a alarm(s) occur.

Date / Time Allows you to set and ensure that both the date and time is accurate on your PC

ReIndex File Allows you to ensure that both the date and time stamp is accurate on your report transaction files.

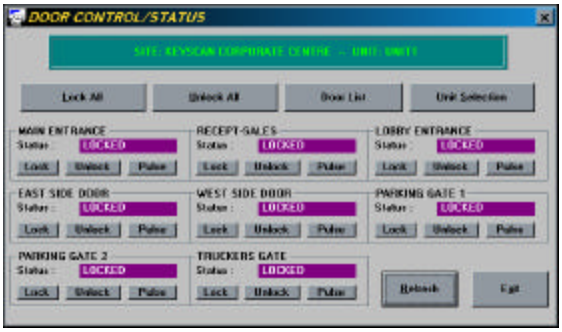
Print Online Transactions This allows the system printer to print transactions as they appear in the on line transaction window

Stop Printing Reports Use this to stop printing from the print online transactions collection screen.

Door Control/Status

You can view or set the lock status of your door(s) at a specific site via your Access Control Units. (You can also access this screen via your Main Menu hot button, Lock / Unlock Doors).

View door status:



1. Click Lock / Unlock Doors.
2. Click Door List Hot Button to view all available doors on your system. Double click on choice of door to show status or click Unit Selection Hot Button to list all available units on your system. Double click on a unit to show its doors status.

Set door status:

1. Within same window screen in view door status, click on lock or unlock buttons under your choice of door. The Lock Feature will lock the door selected while the Unlock Feature will unlock the door selected.
3. Should you want to unlock your choice of door momentarily, you can select the Pulse Feature which will allows you to "mimic" a card as it passes through a card reader. To refresh the screen status, select the Refresh button.

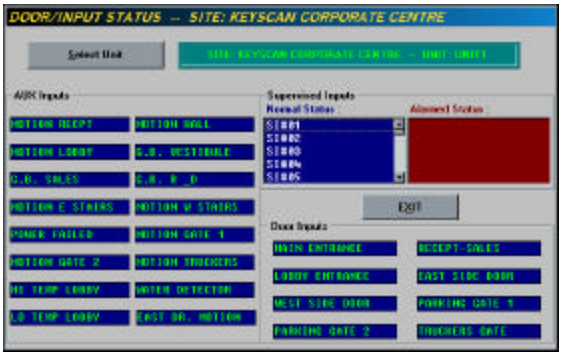
For example, by clicking Pulse, a door can be unlocked and then automatically re-locked in a 5-second period should your door strike be set in your database for 5 seconds.

4. You can also lock or unlock all doors globally throughout your site selected by using the Unlock All or Lock All Hot Buttons.

For example, if an emergency situation occurs at a site requiring that all doors be locked, click Lock All and all doors will lock. Click Exit to return to the Main Menu.

Door/Input Status

Gives you the latest alarm status information on your Access Control Units. Listed below types of alarms you can view within screen:



Blue Normal or Cleared Condition of Alarm.

Blue with letter S Shunted (bypassed) or Time Zone Activated for Cleared condition of Alarm.

Red with letter A Alarm Activated.

Red with letter X Alarm Short on Supervised Input.

Red With letter O Alarm Open on Supervised Input.

View Door/Input Alarm status:

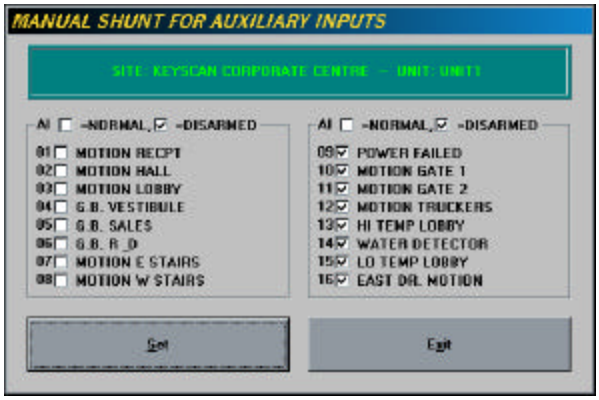
1. Click on Door/Input status.
2. Click on Select Unit.

3. Choose unit and double click on it. This allows you to obtain the status of this specific unit. What happens here is that your system will poll, and display the doors and input alarm conditions. See above table. Auxiliary Inputs are listed 1 through 16. Door Inputs are listed 1 through 8. Supervised inputs are listed 1 to a possible of 32 or 64 inputs. These supervised inputs display their status via their location found within the two scroll boxes. One indicating normal or clear status in blue box, and the other red box location indicating any inputs in alarm.
4. Exit to return to the Main Menu.

Manual AI (Auxiliary Input) Shunt

This screen allows you to view or manually set the status of a specific access unit's auxiliary input, 1 through 16.

Note: The CA-200 reader access units have up to 8 auxiliary inputs and no supervised inputs expansion.


MANUAL SHUNT FOR AUXILIARY INPUTS
SITE: KEYSCAN CORPORATE CENTRE - UNIT: UNIT1
AI ☐ -NORMAL, ☑ -DISARMED
01 ☐ MOTION RECPT
02 ☐ MOTION HALL
03 ☐ MOTION LOBBY
04 ☐ G.B. VESTIBULE
05 ☐ G.B. SALES
06 ☐ G.B. R_D
07 ☐ MOTION E STAIRS
08 ☐ MOTION W STAIRS
AI ☐ -NORMAL, ☑ -DISARMED
09 ☑ POWER FAILED
10 ☑ MOTION GATE 1
11 ☑ MOTION GATE 2
12 ☑ MOTION TRUCKERS
13 ☑ HI TEMP LOBBY
14 ☑ WATER DETECTOR
15 ☑ LO TEMP LOBBY
16 ☑ EAST DR. MOTION
Set
Exit

To view Manual AI status:

1. Click on Manual AI Shunt from within utilities in main menu.
2. Select unit and click OK button.
3. Click Exit to return to the Main Menu.

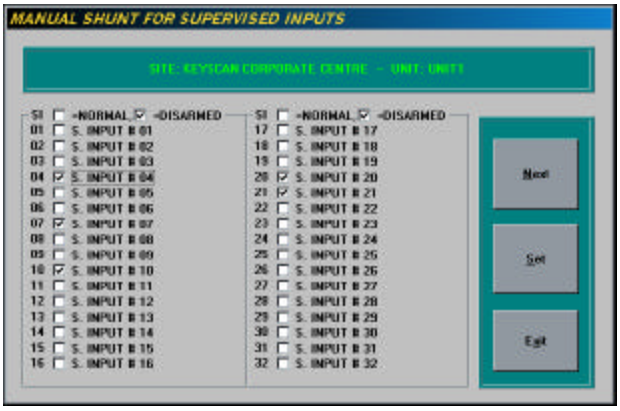
If you want to set or bypass or disarm AI 16:

4. Click on Manual AI Shunt from within utilities in main menu.
5. Select unit and click OK button.
6. Click on AI 16 to add the X.
7. Click the Set key to activate status change.
8. Click Exit to return to the Main Menu.

WARNING: Be aware that if you shunt (or bypass) your auxiliary inputs, you are disarming your security areas inputs.

Manual SI (Supervised Input) Shunt

This screen allows you to view or manually set your supervised inputs status by specific Unit. Depending on hardware installed, your unit can have a 32 or 64 supervised input optional card.


MANUAL SHUNT FOR SUPERVISED INPUTS
SITE: KEYSCAN CORPORATE CENTRE - UNIT: UNIT1
SI ☐ -NORMAL ☑ -DISARMED
01 ☐ S. INPUT # 01
02 ☐ S. INPUT # 02
03 ☐ S. INPUT # 03
04 ☑ S. INPUT # 04
05 ☐ S. INPUT # 05
06 ☐ S. INPUT # 06
07 ☑ S. INPUT # 07
08 ☐ S. INPUT # 08
09 ☐ S. INPUT # 09
10 ☑ S. INPUT # 10
11 ☐ S. INPUT # 11
12 ☐ S. INPUT # 12
13 ☐ S. INPUT # 13
14 ☐ S. INPUT # 14
15 ☐ S. INPUT # 15
16 ☐ S. INPUT # 16
SI ☐ -NORMAL ☑ -DISARMED
17 ☐ S. INPUT # 17
18 ☐ S. INPUT # 18
19 ☐ S. INPUT # 19
20 ☑ S. INPUT # 20
21 ☑ S. INPUT # 21
22 ☐ S. INPUT # 22
23 ☐ S. INPUT # 23
24 ☐ S. INPUT # 24
25 ☐ S. INPUT # 25
26 ☐ S. INPUT # 26
27 ☐ S. INPUT # 27
28 ☐ S. INPUT # 28
29 ☐ S. INPUT # 29
30 ☐ S. INPUT # 30
31 ☐ S. INPUT # 31
32 ☐ S. INPUT # 32
Next
Set
Exit

To view Manual SI status:

6. Click Manual SI shunt from within utilities in main menu.
7. Select unit and click OK button.
3. Click Exit to return to the Main Menu.

If you want set or disarm or remove the bypass on SI 32:

1. Click Manual SI shunt from within utilities in main menu.
2. Select unit and click OK button.
3. Click Manual SI shunt from within utilities in main menu.
4. Select unit and click OK button.
5. Click supervised input 32 to remove the X. By clicking the Next button, you select additional inputs of 33 inputs to 64 inputs in total if available.
6. Click the Set key to activate status change.

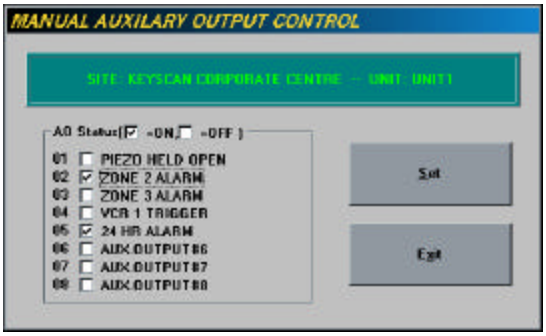
Note: Alarms may now activate in the normal condition.

5. Click Exit to return to the Main Menu.

Manual Output Control

This screen allows you to view or manually set auxiliary outputs to an On or Off position.

Note: Use this feature on output control if specified by your installer only.


MANUAL AUXILARY OUTPUT CONTROL
SITE: KEYSCAN CORPORATE CENTRE -- UNIT: UNIT1
AO Status(☑ =ON,☐ =OFF)
01 ☐ PIEZO HELD OPEN
02 ☑ ZONE 2 ALARM
03 ☐ ZONE 3 ALARM
04 ☐ VCR 1 TRIGGER
05 ☑ 24 HR ALARM
06 ☐ AUX.OUTPUT#6
07 ☐ AUX.OUTPUT#7
08 ☐ AUX.OUTPUT#8
Set
Exit

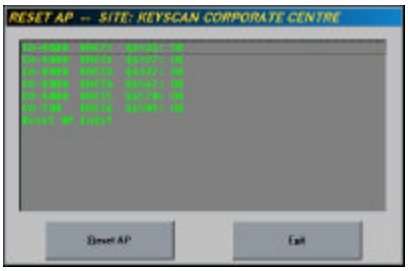
To View Manual Outputs status:

1. Click Manual Output from within utilities in main menu.
2. Select unit and click OK button. Your current status will be displayed on screen.
3 Click Exit to return to the Main Menu.

To Set Manual Outputs Status:

1. Click Manual Output from within utilities in main menu.
2. Select unit and click OK button.
3. Choose and click preferred output with X for the On position or leave empty for the Off position. Check with installer's notes on what on or off will do prior to step 4.
4. Click Set key to activate status change**.**
5. Click Exit to return to the Main Menu.

Reset Anti-Passback



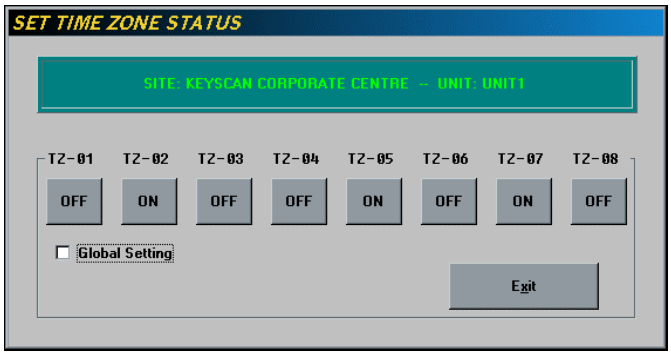
This will cancel the In/Out flags for all cardholders. By doing this, this will grant a valid access for the next time the cards are read and then it will continue to monitor the In/Out activity for anti-passback.

To reset all cards from Anti-Passback on their next card read:

1. Click Reset Anti-Passback from within utilities in main menu.
2. Select Reset-AP and wait for unit responses with OK for action performed.
3. Click Exit to return to the Main Menu.

Time Zone Status

This allows you to view or set the status of time zones. Set time zone On for time zone active and set time zone OFF for time zone not to be active.


SET TIME ZONE STATUS
SITE: KEYSCAN CORPORATE CENTRE -- UNIT: UNIT1
TZ-01 TZ-02 TZ-03 TZ-04 TZ-05 TZ-06 TZ-07 TZ-08
OFF ON OFF OFF ON OFF ON OFF
Global Setting
Exit

To set time zone on or off:

1. Click on the time zone status from within utilities menu.
2. Select unit and click OK button.
3. Click on any one of the boxes from 1 to 8 time zones available to set the status. Click Next to see next 8 timezones. The status will immediately change from what it is displayed as. Also, this change affects only the unit you have chosen.
4. Click Exit to return to the Main Menu.

To view time zone on or off:

1 Click on the time zone status from within utilities menu.

2. Select unit and click OK button.
3. Your time zones status will be displayed on screen.
4. Click Exit to return to the Main Menu.

Elevator Control/Status

This allows you to view or manually set one or more floor status to a secure or de-secure mode. The secure mode would require a valid card read to enable the floor call button. Selecting de-secure mode does not require the use of a card to access the floor call button.

To view Elevator Control/Status:

1.Click on the **Elevator Control/Status** from within utilities menu.

2. Select unit and click OK button.
3. Your elevator floor status will be displayed on screen.
4. Click Exit to return to the Main Menu.

To set Elevator Control/Status:

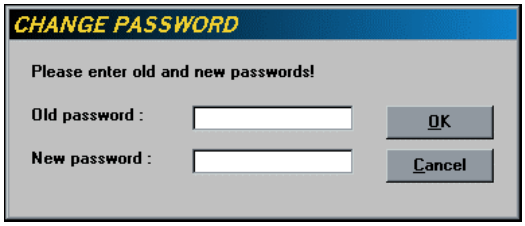
1. Click on the Elevator Control/Status from within utilities menu.
2. Select unit and click OK button.
3. Click X in the box at the desired floor to secure a floor, or click X off for a blank entry in the box at desired floor to de-secure floor.
4. Click Set key to activate status change for unit selected.
5. Click Set Table To activate status change for all units with floor group table.
6. Click Exit to return to the Main Menu.

Card In/Out Status

This allows you to see which cards have passed into or out of a set of doors or both, based on the ACU unit. You may also save or print each list for reference.

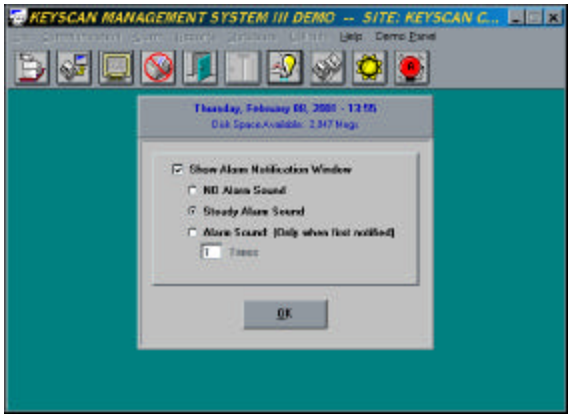
For example, to view the In list,
Select the unit you wish to report the card status on.
Click on the In tab near the upper left corner of the form.
Displayed in the menu will be all cardholders that are registered as In, for the unit selected.
To refresh your viewed data.
Click on the Update button to re-poll that unit.
Displayed will be another list of the In cardholders in that unit.
Click Exit to return to the Main Menu.

Change Password



Clicking on Change Password allows you to enter a new password by simply keying in the old password and the entering your new password.
Enter your current password in the Old password box.
Enter your new password in the New password box.
Enter your new password again to confirm.
Press OK to save changes and exit.
Note: Only the operator that signed on may change his/her password.

Alarm Notification



This allows you to select to whether to display the alarm notification window on screen and the alarm sound.
Selections:
a)Show Alarm Notification Window
b)No alarm sound
c)Steady alarm sound
d)Alarm sound : (only when first notified)
e)Times: the number of times the alarm will sound when first notified)
Click on the appropriate box at the left.
Click OK.

Rebuild Index Files

This is to Rebuild your index files on your system should they become corrupted.
You may Rebuild your:
Transaction File
Alarm and Alarm Response File
Card/User File or
Other (System) Files

You should only rebuild your index files only when you are experiencing problems generating your reports. Select the appropriate files to rebuild. To rebuild your index file(s) you must be assigned an Administrator user and you must turn the comport off.

Display User Transactions

Select this to setup your static photo verifications. You may specify on what doors that you wish to have display a cardholder's photo when they present it to that selected reader. Not a standard feature on the software. It is an upgrade either P/N 90400 for System III Standalone or SYS3NTPhoto for System III Networking.

Print Online Transactions

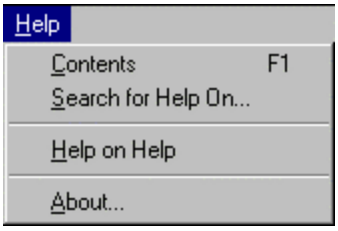
The system printer will print transactions as they appear in the on line transaction window. A check on the left side of the menu will indicate that this feature is active, or the printer icon will be clear.

Stop Printing Reports

Use this to stop automatic weekly reports from printing.

Help Menu

Your Help menu provides your access to online help files for instructions on how to perform various tasks.



Contents provides access to *this* help file, starting at the "Table of Contents" topic.

Search for Help On... brings up this help file's index, allowing you to search for any indexed entries in this help file.

Help on Help brings up the generic Windows help file with specific instructions on how to use the Windows help program (i.e., the program you are viewing this file in, which is not the Keyscan application).

About... shows specific information about the system software. For example, whether Local or Remote or both types of connections are in use, the maximum number of cards the system can support (i.e., 8000 or 16000), and the Version and Build numbers (useful to ensure you have the latest copy!)

Section 3: Setting Up Your System

The key to successful Access management and control is to input complete tables of data into the software and review and change that data as needed. By keeping your tables up-to-date, accurate and relevant, you help ensure security at each site.
Follow the steps below:

1. Set up your Communication
2. Create a Site(s)
3. Import Drawings(If it pertains to your site)
4. Select a Site
5. Complete Door Unit Information(If it pertains to your site)
6. Complete Elevator Unit Information(If it pertains to your site)
7. Set up your Card Holders
8. Set up Holidays
9. Set up Daylight Savings(If it pertains to your site)
10. Set up System Administrators
11. Upload Parameters
12. Printing Your Programmed Database
13. Making a Backup of Your Database on Disk

Setting up Communictaions

You must first setup your communication settings. This is done in the "Communication" menu.

PC Connection Type

Local: Use this setting for control units that are directly wired to Com 1 or Com 2.

Remote: Use this setting for modem communication to the control units. The modem will be wired to Com 1 or Com 2. (For configuration of modems look at "MODEMS").

Both: Use this setting if you have both a direct wire and a modem configuration, also if this setting is used then a Bus Mouse is required.

Comport

Use this to select the comport that the controllers are wired to. You may use Com 1 or Com 2 for this software. (Com 3 and Com 4 are not supported.)

Baud Rate

Use this to select the baud rate for the software to communicate with the controllers. The standard factory settings are:

Baud Rate:	9600
Bit Length:	8 Bit
Parity:	None

Note: You may also select 2400 Baud, but do not forget you must also set the jumpers on the control units.

Communication Delay

This setting is used to set the length of time that the system will wait for a response to request for information. One unit = 1/10th of a second. The standard setting is 30 (or 3 seconds). This setting also allows for delay in long distance modem communications. (Note: If you experience problems downloading the card database, then you may have to increase this value in increments of 10).

Comport ON/OFF

This is to turn the communication ports “ON” (polling of panels on, however, when first setting up the software database, set comport to “OFF” (polling of panels off). This will allow you to program the system without any communication errors. (Note: When running the software, while comport is Off, the communication heading will be deactivated (not highlighted). After programming system database, change Comport back to “ON”).

Initializing String

Use this setting to set up the modem configuration at the PC. The default string is set at AT&F0&K0&D0S0=1. (Note: Do not forget to configure the remote modem to AT&F0&K0S0=1.) The strings above are for KEYSCAN MC9600 & MC33H Modems. Some other modems may require modifications to the initializing strings. For more information, look at Modems pg.

Creating and Managing Sites

Selecting a site establishes communication with the Access Control Unit (Units) in that network, allowing you to begin listing operational parameters for the entire system. Your software can be set up for either single or multiple sites. Correspondingly, single or multiple databases are set up in the same way.

Setting Up a Site

Site Name

Site ID

Number of Units

Modems

Unit Setup

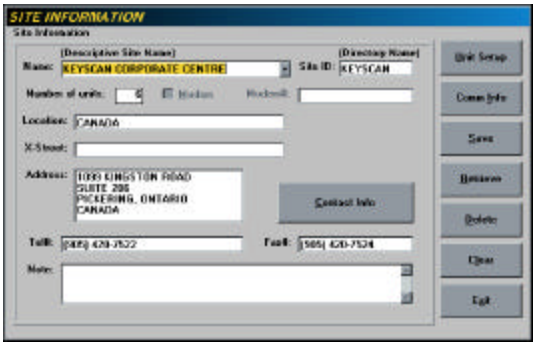
Setting Up a Site

Use this to identify your Site’s Name, where to store your database, the location of the site and people to contact should an emergency occur at the site. This is generally done once when the system is/was installed, or if you are adding units to the existing site or a new location.

To access the Site Information Screen, Click on Database & Select Database Mangement, then Select Site Information.

Site Name

Use the Site Name to identify the name of the site that you are setting up. This name will be automatically displayed at the top of the screen when you select this site to work on. Eg. enter your site’s name (up to 30 characters) XYZ Corporation. This name will be displayed at the top of your screen for quick reference.



Setting up your Site Information Screen:

Click on Name box and enter your site’s name.
Click Location box and enter the site’s location.

Click X-Street box (cross streets) and enter a cross street
Click Address box and enter the address of your site.
Click Tel# box and enter the site's phone number.
Click on Fax# box and enter the site's fax number.
Click on Note box and enter any extra data (up to 150 characters).
Click on Contact Info button and enter specific contact names, phone numbers and extensions, as well as emergency names, phone numbers and extensions — handy for quick reference.

Site ID

Use Site ID to setup and identify the location where your database and sites transactions will be stored. This will be located in your Sys34win folder, under the keydata directory. Note a maximum of eight characters is allowed. Do not enter spaces. Examples are OFFICE or XYZCORP. Your Site ID must not change after it is established because it is vital to your database entries.

Number of Units

Use Number of Units to specify how many access controllers you have on the site. You do not have to fill this in because it will automatically be generated when you add Units. You can have a combination of 2, 4 or 8 Reader Units (controlling up to 256 doors) to a maximum of 32 Door Units and 10 elevator Units per site.

Modems

Use Select Modem if your system will be communicating via modems.
To activate you must setup a remote site under Comm port settings.
Then Click on the box at the left of modem.

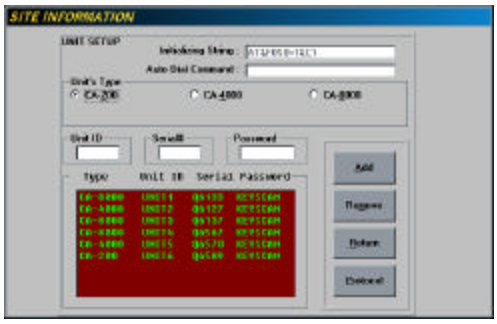
At the Modem #, enter your modem's remote site telephone number.
Your modem will call this site when you select it under, Select Site.

Use the Com Info Button at the right to display your current Communication information including your Com port's baud rate, bit, parity and if you are using modem's whether your modem is on a touch-tone phone line. For Modem's a standard rate of 9600 baud, 8 bit and No parity is only supported.

*****You can also set up the Activity Collection for the Remote site to download information to the Host P.C. Select No Collection (therefore system will dump transactions only when you are online with the site); Capacity Only (this will allow you to specify the amount of activity to buffer before calling the host PC and dump the transactions) or Time/Capacity (this will dump at a specific time or when the capacity of the transaction have been reached. Note: Software needs to be running for download to take place.

Unit Setup

Use Unit Setup to setup the type of access control units you have on this site and remote unit modem setup..
Click 'Unit Setup' at the top right. This screen allows you to set up the parameters for each of your Access Control Units.



Initialization String:
Use the Initializing String for remote modem setup.

An initializing string of (AT&F1S0=1&K0) automatically appears if you are using modems. (This string is Keyscan MC9600 Modems. (For additional information see Modems Pg. #.)

Auto Dial:

Use Auto Dial to enter the Host PC's phone command and number. For example you would enter "ATDT 905 420 7522". This will cause the remote site to dial the host PC for an alarm or the transaction activity to download.

Unit Type:

Use Unit Type to set up the characteristics of your Units for the site.
Click the Unit type that applies to your particular system. (The bottom three "EC" Units refer to Elevator Access Control Units).

> NOTE: Each Unit will be numbered in their sequence of installation. For example, if the first Unit selected is a CA-8000 (eight reader Unit), its doors will be doors 1 to 8 on the cardholder and group database, your next unit is a CA-200 (two reader unit), its doors will be 9 to 10 on the cardholder and group database.

Once you have selected your Unit Type,

Unit ID:

Click Unit ID to identify the Unit from the other units installed.
Enter the units name to a maximum of six characters no spaces. For example: Unit1 or ACU1.

Serial#:

The Serial # is the identity of the specific controller. It consists of a letter and a four-digit number eg. M1421. The serial numbers are found on the main System Prom on the circuit board of each Unit.
Click on Serial #.
Enter your unit's serial number. (Note: Only Units with the Serial # L1000 or higher are compatible with Keyscan System III software). The Unit serial number must be correct in order for your software to communicate to the Unit.

Password:

This password is used to sign on for clearance before the software communicates to the Units.
Click on Password and enter up to seven characters. Although the Password doesn't have to be the same for each Unit, it is recommended.
Note: The Unit's default password is "**KEYSCAN**"). Do not change the password. Leave it at the default "**KEYSCAN**" for the initial upload, then you can change it after.

Click Add, to save and set up the first Unit.
The unit that was just added will be displayed in the box below. It will display the Unit Type, Unit ID, Serial #, and Password.

Protocol:

Use the Protocol key to select the card reader protocols. This should only be used if you are using **WSSKP-1** keypads **only with NO Readers**.
Click on Protocols.
You will have displayed two choices: Reader Default or WKP-1 Default.
Select the appropriate one.

Standard Reader Default protocol includes:
Code 1 = 003 (for the Wiegand Reader format)
Code 2 = 132
Code 3 = 002

Code 4 = 204.

For the WKP-1 keypad Default protocol includes:
Code 1 = 002
Code 2 = 204
Code 3 = 000
Code 4 = 000.

(Note: Your installer will determine the correct protocols; please do not change the codes once they are setup). WKP-1 format is selected only when WKP-1 keypads are used on a site and you wish to select your own PIN numbers).

Click Return to go back to Unit Setup.

To assign your next Unit its information:
Select the unit type.
Then simply type over your previous information. When completed,
Click Add and continue on as needed.

Should you need to remove a Unit, highlight it in the box below.
Click Remove.

Click Return when you have finished inputting all your Units on the site.

Click Save. When all your site's information has been setup.

To retrieve your site's information,
Click on the right arrow beside the Name and select your site.
Click Retrieve. This will bring up that site's information.

Use Delete, if you wish to delete a particular site from your system.

Use Clear to blank or empty the screen, allowing you to enter a new site or select a stored site. (NOTE: This key clears the display only; it doesn't delete the data.)

When finished inputting entries or changes,
Click Exit. You will be asked whether you want to save your changes. If you have not saved them already, Click Yes.

<u>Completing Door Unit Information</u>

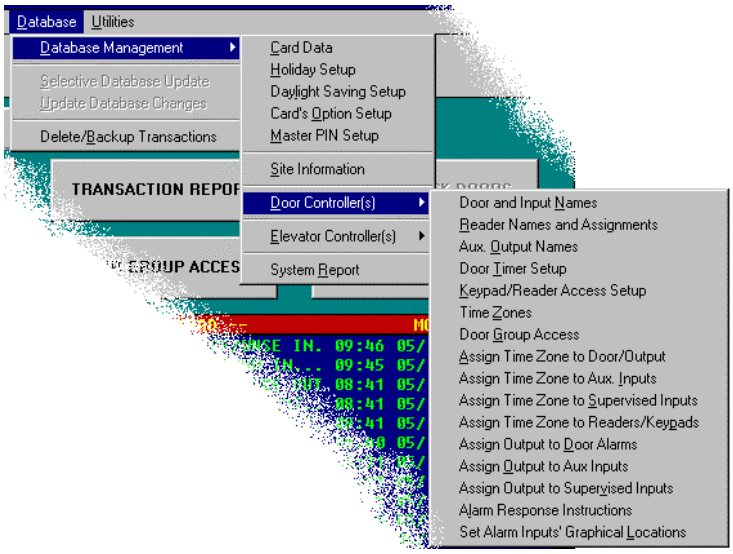
Once your Site Information is completed, you may proceed to program your individual Access Control Unit information.

At the Main Menu, go to **File** **or** and click **Select Site**. (NOTE: This step is unnecessary if your site has been set up already.) The Site Selection window lets you know which Site you are working on. You can enter a new site or scroll down (using the down arrow key) and select another site. Click OK when finished.

You are now Ready to Program your Access Control Unit(s) information.

PROGRAM YOUR DOOR CONTROL UNITS

Click on Database, Database Management & Door Controllers or Click on then work your way down the list, starting with: **Set Door & Input Names.**



- Set Door & Input Names
- Set Reader Names & Assignments
- Set Auxiliary Output Names
- Door Timer Setup
- Keypad/Reader Access Setup
- Set Door Time Zones
- Set Door Group Access
- Assign Time Zone to Doors/Outputs
- Assign Time Zone to Auxiliary Inputs
- Assign Time Zone to Supervised Inputs
- Assign Time Zone to Readers/Keypads
- Assign Output to Door Alarms
- Assign Outputs to Auxiliary Inputs
- Assign Outputs to Supervised Inputs
- Set Alarm Response Instructions
- Set Alarm Inputs' Graphical Locations

Set Door & Input Names

This form allows you to program your Doors and their Input Names.

Select the first menu item, **Set Door & Input Names.**

A Unit ID window will appear. Scroll down and select the appropriate Unit.
Click OK.

Enter the number of doors that correspond to your selected Unit. (refer to table below)
Enter the number of auxiliary inputs that correspond to your Unit. (refer to table below)
(This tells the software how many doors and auxiliary inputs are in use.)

The maximum number of doors is 8 per Unit; the maximum number of auxiliary inputs is 16 per Unit. The maximum number of supervised inputs is 64 per Unit.
Click OK when you have completed this table.

Unit	Doors	Auxiliary Inputs	Supervised Inputs (OPT)	Standard Outputs	Optional Outputs
CA- 200	2	8	None	2	4
CA-4000	4	16	32/64 or 255	4	255
CA-8000	8	16	32/64 or 255	8	255

Label your door alarms and auxiliary inputs so that, in the event of an alarm condition or when activity such as a card transaction occurs at a door, the name and location will appear in the Alarm File window at the bottom of the Main Menu or the On line Transaction menu.

Label your **Door Alarm Names** to a maximum of 15 characters.
(For example you may decide to call DR#01 (door #1) Front Door and DR#02 Staff Entrance,.)

Label your **Auxiliary Input Names** and **Supervised Input Names** (to a maximum of 15 characters) in the same way. (For example, AI#01 (auxiliary input #1) may be called West Exit, AI#02 may be called East Exit, and SI#03 (supervised input) may be called Stairway Exit.)

Once you have labeled door alarm and input names.
Click OK to save.

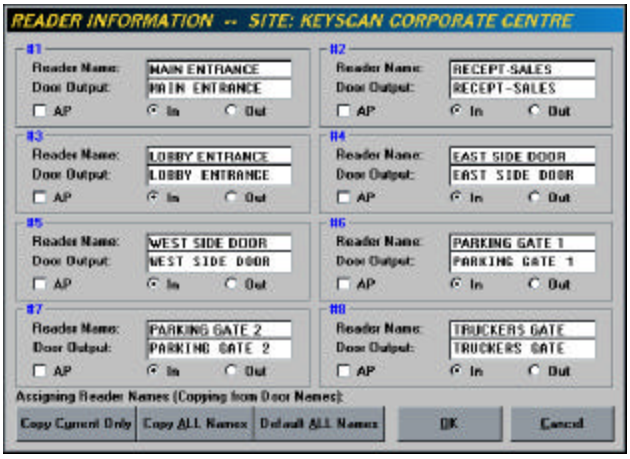
If you have another Access Control Unit working on system, repeat the procedure as often as necessary.
If you do not have additional Units, click Exit to return to the Main Menu.

Set Reader Names & Assignments

This form allows you to program your card readers and the operation. A reader can be assigned to one door. If only one reader is assigned to one door, the reader name and door output name should match. In most cases, the card reader's name will match the door output name. If In/Out readers are on the same door, both readers that are being used should match the door output number.

Click **Set Reader Names & Assignments**.
Select the Unit and click OK.

Program Reader Names:
Click on the Reader name box.
Delete the default reader name & type in the Reader Name or Select Copy All Names, to automatically copy the door output names to the Reader Name.
Generally it should match the Door output name, except if using IN and OUT readers for a door(s).
Indicate whether the card reader is an In reader or an Out reader by clicking the appropriate box.
Repeat for all the Reader names on that unit if they are different from your door outputs.



If you have In/Out readers:
Assign a reader as your In reader and the other reader as your Out reader.
Double Click on the door output box.
Double click on the Door output name that you want to activate for the In reader.
Repeat the above procedure for the Out reader to also trigger the same Door output.
This will control a single door relay and door contact.
E.g. For an "In door" reader, Reader One is assigned to door output #1 and is labeled as IN.
For an Out reader, Reader Two is also assigned to door output #1 and is labeled OUT.

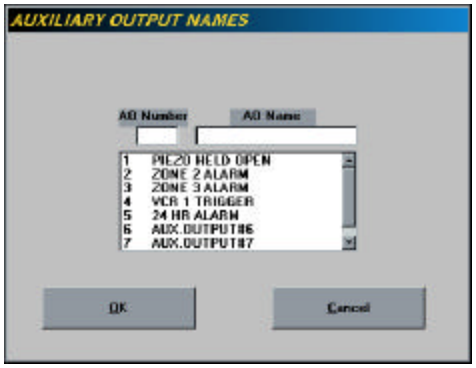
Anti-Passback Setup:
By selecting AP this prevents a card from being used twice on the same reader. This prevents a cardholder from "passing back" their card to another individual to enter the site. AP is often used in high security sites and parking garages.
The AP (Anti-Passback) feature is used when there are card readers on the inside and outside of a door, and it is local to the Unit.

Click on AP, if the feature applies to your system. Note: AP must be selected for both Readers.

When you have inputted your card reader information, click OK to save and exit.

Set Auxiliary Output Names

They may be used to direct access control alarms to intrusion devices, or sound an audible, or trigger a VCR to start recording, or used to secure a locking device such as a door and etc. Note: Outputs are defined by your installer.



To set Auxiliary Output Names:

1. Click Set Auxiliary Output Names.
2. Select a Unit from list and click OK button.
3. Enter the auxiliary output names according to auxiliary output number. This screen allows you to label your auxiliary outputs (up to 15 characters) to a maximum of 8 per Unit. (Note only 6 outputs are available for a CA200).
4. Click OK.

To view Auxiliary Output Names:

1. Click Set Auxiliary Output Names.
2. Select a Unit from list and click OK button.
3. Click Cancel.

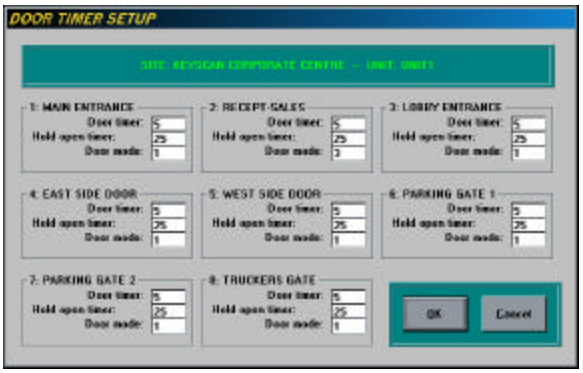
Door Timer Setup

This feature allows you to program the amount of time that a door can stay open after a valid read, and the amount of time that a door can be held open before an alarm will generate.

Click **Door Timer Setup**. Select the Unit you wish to work with.

Each window indicates a specific door and will have its name dispalyed.

The Strike Timer indicates the amount of time necessary for a card holder to enter or exit through a door. It can be set from three to 99 seconds. In most cases, however, a standard of five seconds is used. If the door closes before the timer has expired, the door will automatically lock.
Click on the Strike Timer box.
Delete the default of 5 seconds.
Enter a number from 2 to 99. (For special door timer feature refer to the end of topic).



The **Hold-open Timer** is the amount of time allowed after the original programmable time in the Strike Timer has expired before a Held open alarm will be transmitted. When the door is opened, the system starts the door held-open timer immediately. If the door remains open after the Hold-open Timer expires, a door held-open alarm will trigger. The Hold-open Timer can be set from one to 99 seconds.

Click on the Held Open Timer box.
Delete the default of 25 seconds.
Enter a number from 1 to 99.

Note: For door timer setup, you may enter 00 for a time, by doing this you create the door relay to toggle states when a valid card is presented. The door relay will remain in that state until another valid card is presented. This feature can be used to turn on and off devices, arm and disarm an alarm system and etc.

Door Mode is used to select the operation of that door.
Double click on Door Mode to display the three modes.
A screen will come up with the three choices:

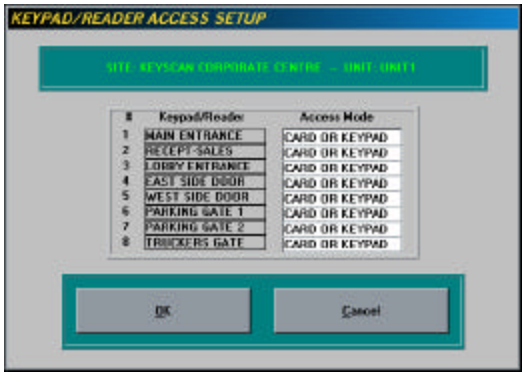
[1] Request-To-Exit unlocks door and shunts door contact.
[2] Request-To-Exit shunts door contact only.
[3] Free Egress, Door-Held-Open alarm only.

Click on "( )" to select the mode. Click "OK" to save and exit.

Complete the screen as needed and press Ok.
Press Exit to cancel your changes and exit.

Keypad/Reader Access Setup

This sets up the your Card Reader and Keypad operation for that door. You may select: Card or Keypad, Card only, and Card and Keypad.


KEYPAD/READER ACCESS SETUP
Keypad/Reader
Access Mode
1 MAIN ENTRANCE CARD OR KEYPAD
2 RECEPT-SALES CARD OR KEYPAD
3 LOBBY ENTRANCE CARD OR KEYPAD
4 EAST SIDE DOOR CARD OR KEYPAD
5 WEST SIDE DOOR CARD OR KEYPAD
6 PARKING GATE 1 CARD OR KEYPAD
7 PARKING GATE 2 CARD OR KEYPAD
8 TRUCKERS GATE CARD OR KEYPAD
OK
Cancel

Click **Keypad/Reader Access**.
Select the Unit.
Click OK.
Double click on the **Keypad Reader Name**
Displayed on the screen will be the three modes.
Double Click on a mode relating to your installation and press Enter.
Click OK to save and exit.

These modes can be assigned time zones for when this operation is to occur. This is setup under Assign timezones to readers/keypads. Refer to pg. #65.
NOTE: The user must enter their PIN number first by pressing the star key (*),their five-digit PIN and the pound (#) key, and then presenting their card to the reader. (For more information on card use, see "Using Security Cards," in the Basic Concepts chapter).

Set Door Time Zones

Your door time zone database allows you to set different automatic functions for your system. For example, you can assign a time zone to:

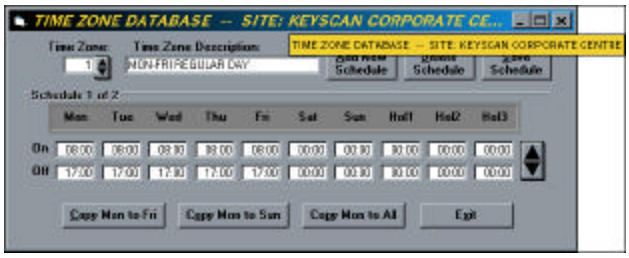
any door so that it automatically locks or unlocks at a pre-programmed time
any group of cardholders so that they have access to certain doors at certain times
arm and disarm auxiliary inputs and supervised inputs
change the status of auxiliary outputs
change the modes of your keypad / card reader operation

(Note: This feature controls door controllers only. Time zones involving elevator function are outlined in the section called "Elevator Time Zones".)

All time zones are in military time (24-hour clock). You may select times from 00:01 which is one minute after midnight to 23:59 which is one minute before midnight. The time, 00:00 is considered “no time” and may be used to indicate no changes to a schedule.

Two Hundred & Fifty Six (256) time zones exist per unit or site. Within a time zone, you can create up to Sixteen (16) assigned time schedules & three Holiday types.

Click **Set Door Time Zones**.
You may also use the Door Time Zones Hot Button.



Enter under TZ# a number from 1 to 255.
Enter a Time Zone Name to describe it. Eg. MON-FRI REGULAR DAY.

Then enter your time schedule for a particular Unit, from Monday through to Sunday, including holidays. You may use the Copy buttons to quickly program the same times for that schedule.

For example, if you want to program a time zone for doors to unlock at 9 a.m. (09:00) and lock at 5 p.m. (17:00) Monday through Friday, enter the number 1 in TZ#, enter Unlock Doors under Time Zone Name. Go to Top schedule under Monday and key in 09:00 (your start time on top) and 17:00 (your end time at bottom). Colons will appear automatically. In most cases, one time zone will be assigned to one schedule.

However, if you want to lock and unlock a door more than once a day (multiple assignments), you would use multiple schedule to do that. (For example, if you want to unlock a door at 09:00 and lock it at 12:00 you would assign it to schedule 1 and unlock it again at 13:00 and relock it at 17:00, you would use schedule 2.)

Use Holiday Time schedule(s) for the system to automatically scan the data in the Holiday’s programmed to find matching holidays. When it finds a match, your usual pre-programmed time zone will be disregarded and the Holiday Time schedule which is programmed will come into effect.

For example, if a holiday falls on Monday, June 1st and your doors are normally programmed to unlock at 09:00, but you’ve indicated that this date is a holiday in your holiday schedule, the software will scan your holiday time schedule, should it be set with all 00:00, then this data is received and the doors will remain locked all day. However should a time be programmed into your holiday time schedule then it would follow the time.

First Person In

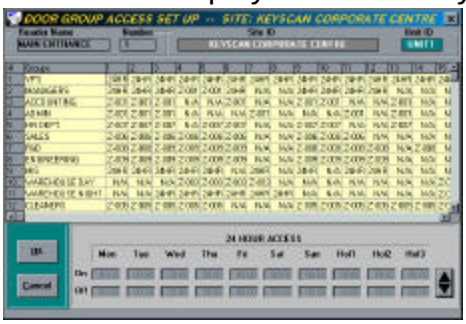
Clicking on First Person In allows a door that is assigned to this time zone not to unlock until the first valid cardholder enters the premise after the start time schedule. This feature is selected per time zone and can be used in situations where cardholders are delayed for work, and you do not want your doors to unlock until someone arrives at your site and enters the premise after the start time of the schedule.

You may also use a time zone with First Person In for group access, therefore those cardholders may be denied access until someone, such as a supervisor enters the premises with valid access after the start schedule to enable their time zone schedule.
Note: When adding New Units to your system at a later time, the global time zones must be re-saved and uploaded to the controller(s).

Set Door Group Access

Door Group Access is used to set up times for accessing a door or doors to a particular group of cardholders. Cardholders can be grouped into categories such as managers, cleaners, part-time staff etc. You have up to maximum of 512 groups. Your time options include 24-hour access, No access and your programmed time zone that you had created.

Your Door Groups are listed verticaly on the left hand side The numbers displayed horizontally on top, list all of the specific readers assigned on the system.



Click **Set Door Group Access**, (This feature can also be selected via the “hot button” on the Main Menu).

To make or change a group name:
Double click on the Group name field.
Enter your group’s name. Eg. Managers, Sales, Accounting, etc.
Click on OK to accept the group’s name.

To assign or change the time of access to a reader:
Click on the Reader number that is horizontally affiliated with the group name.
Displayed in the Reader Box located at the top left corner will be the reader name.
If this is the correct reader, then Double click on the box.
A Time Zone Option screen will appear, allowing you to select options such as 24-hour Access, No Access, and your pre-programmed Time Zones. Note: Displayed below will be the time schedules associated with that time zone.
Click on the time schedule you want for that group of people to access that reader.
Click on OK to accept.
You will return to main door group Access menu and the reader you had selected will display the time schedule you had chosen.
Continue for other readers and groups.
When completed Click OK to accept or Cancel to void the changes just made.

To duplicate a time zone vertically or horizontally (and save re-inputting time), click on the reader number on top for vertical and click on door group number on left side for horizontal, by doing this it will duplicate the time schedule assigned to all readers in that group. You may also click and drag the mouse to select several doors and groups. Note: If the time zone selected is not global in all controllers you will be prompted this and asked if you wish to continue. Click OK to accept or Cancel to void.

Assign Time Zone to Doors/Outputs

This feature allows you to do two things, assign a time zone to a door so it will automatically unlock and lock at a specific time, and assign a time zone to an auxiliary output to turn off and on at a specific time.

Click **Assign Time Zone to Doors/Outputs.**

On the left hand side you will have displayed vertically your units on the system up to 32, while horizontally it will display the number of readers on that unit up to 8.

To assign a time zone to a door to auto unlock and relock:

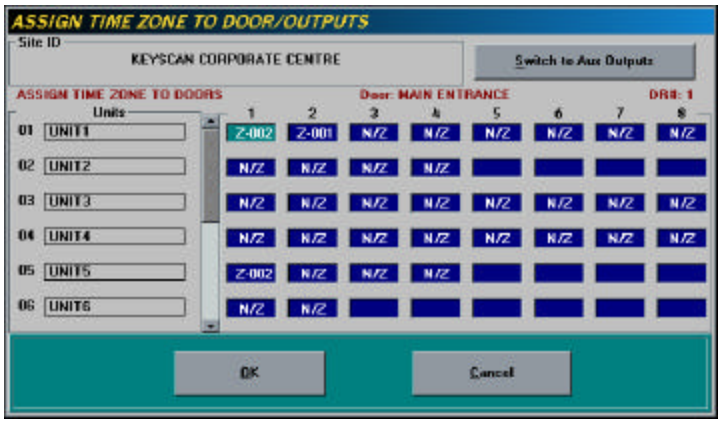
Click horizontally across the unit the door number you wish to assign a time schedule. The reader name will appear on the top centre of the menu.

If this is the correct reader, then Double click on the box.

A Time Zone Option screen will appear, allowing you to select options such as No Zone (requires a card to be used all the time), and your pre-programmed Time Zones. Note: Displayed below will be the time schedules associated with that time zone.

Click on the time schedule you want to have unlock the door.

Click on OK to accept.



You will return to the door timezone menu. You will notice the time zone selected will be displayed.

Continue for other Readers/Doors to automatically unlock and lock.

When completed Click OK to accept or Cancel to void the changes just made.

To set up the auxiliary outputs:

Click on Switch to Aux Outputs at the top right corner, the screen will change.

To assign a time zone to an Auxiliary output to auto turn off and on,

Click horizontally across the unit the aux output number you wish to assign a time schedule, you will have the Aux Output name appears on the top centre of the menu.

If this is the correct aux output, then Double click on the box.

A Time Zone Option screen will appear, allowing you to select options such as No Zone (has no effect), and your pre-programmed Time Zones. Note: Displayed below will be the time schedules associated with that time zone.

Click on the time schedule you want to have turn on and off the aux output.

Click on OK to accept.

You will return to the aux output timezone menu. You will notice the time zone selected will be displayed.

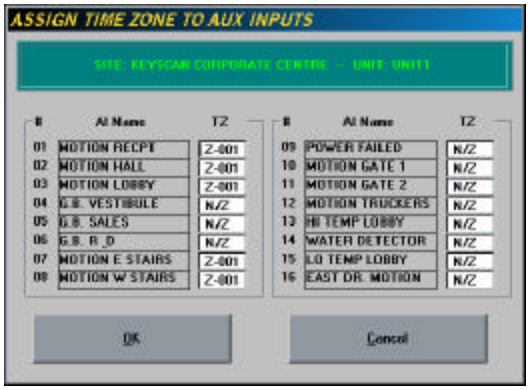
Continue for other aux outputs to automatically turn on and off.

When completed Click OK to accept or Cancel to void the changes just made.

Except in special cases, Auxiliary Outputs are not controlled by time zones. (Your installing technician will determine whether it's necessary for your system.)

Assign Time Zone to Auxiliary Inputs

Use this feature to automatically arm and disarm auxiliary inputs according to the time zone selected.


ASSIGN TIME ZONE TO AUX INPUTS
SITE: KEYSCAN CORPORATE CENTRE -- UNIT: UNIT1
Al Name TZ
01 MOTION RECPT Z-001
02 MOTION HALL Z-001
03 MOTION LOBBY Z-001
04 G.B. VESTIBULE N/Z
05 G.B. SALES N/Z
06 G.B. R_D N/Z
07 MOTION E STAIRS Z-001
08 MOTION W STAIRS Z-001
09 POWER FAILED N/Z
10 MOTION GATE 1 N/Z
11 MOTION GATE 2 N/Z
12 MOTION TRUCKERS N/Z
13 HI TEMP LOBBY N/Z
14 WATER DETECTOR N/Z
15 LO TEMP LOBBY N/Z
16 EAST DR. MOTION N/Z
OK
Cancel

Click Assign Time Zone to Auxiliary Inputs.

Click on the right arrow to select the Unit you wish to work with.

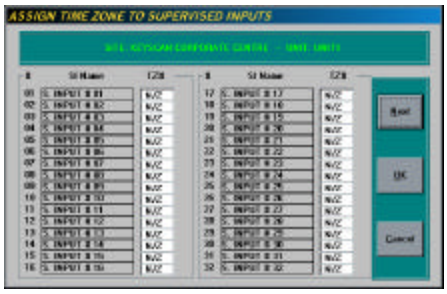
Click OK.

The auxiliary input data screen will appear, displaying your Auxiliary Input numbers, Auxiliary Input names and the time zone affiliated with it.

To assign or change a time zone for an AI input:
Double click on Auxiliary Inputs name.
A Time Zone Option screen will appear, allowing you to select options such as No Zone (has no effect), and your pre-programmed Time Zones. Note: Displayed below will be the time schedules associated with that time zone.
Click on the time schedule you want to have arm and disarm the Aux input.
Click on OK to accept.
Continue for other Auxiliary inputs.
Click OK to accept changes. Click Cancel to void changes.

Assign Time Zone to Supervised Inputs

Use this feature to automatically arm and disarm supervised inputs at designated times depending upon your site's security needs. (This is an option and may not apply to your system).



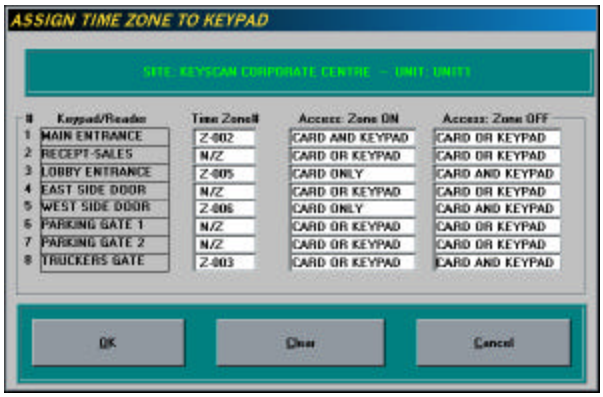
Click, Assign Time Zone to Supervised Inputs.
Click on the right arrow to select the Unit you wish to work with.
Click OK.
A screen will appear listing SI (Supervised Input) numbers, SI names and Time Zone affiliated with it.

To assign or change a time zone for an Supervised Input:
Double click on the Supervised Inputs name.
A Time Zone Option screen will appear, allowing you to select options such as No Zone (has no effect), and your pre-programmed Time Zones. Note: Displayed below will be the time schedules associated with that time zone.
Click on the time schedule you want to have arm and disarm the SI input.
Click on OK to accept.
Continue for other Supervised inputs.
Click on Next, to display the additional input cards.
Click Prev to go back to the previous set of inputs.
Click OK to accept changes. Click Cancel to void changes.

Assign Time Zone to Readers/Keypads

When you have a combination of a keypad and card reader on your door, you can choose how you would like them to work together: i.e.,
card only,card or keypad, or card and keypad.

For example, if your system uses both cards and keypads, but you want cardholders to only use their card during the day and require to use their card and pin number for after hours, then you would select the reader/keypad that you want to operate in this fashion, select the time schedule suited for the operation, then select under access zone on card only and under access zone off select card and pin.


ASSIGN TIME ZONE TO KEYPAD
SITE: KEYSCAN CORPORATE CENTRE – UNIT: UNIT1
Keypad/Reader Time Zone# Access: Zone ON Access: Zone OFF
1 MAIN ENTRANCE Z-002 CARD AND KEYPAD CARD OR KEYPAD
2 RECEPT-SALES N/Z CARD OR KEYPAD CARD OR KEYPAD
3 LOBBY ENTRANCE Z-005 CARD ONLY CARD AND KEYPAD
4 EAST SIDE DOOR N/Z CARD OR KEYPAD CARD OR KEYPAD
5 WEST SIDE DOOR Z-006 CARD ONLY CARD AND KEYPAD
6 PARKING GATE 1 N/Z CARD OR KEYPAD CARD OR KEYPAD
7 PARKING GATE 2 N/Z CARD OR KEYPAD CARD OR KEYPAD
8 TRUCKERS GATE Z-003 CARD OR KEYPAD CARD AND KEYPAD
OK
Clear
Cancel

Click **Assign Time Zone to Readers/Keypads.**

Click on the right arrow to select the Unit you wish to work with.
Click OK.
A screen will appear listing Keypad/Reader names, Time Zones, and the operation of the keypad and reader when the Access Zone is On or Off.

To assign a timezone to affect the operation of the reader and keypad:
Double Click on the Time zone # that is associated with the Reader/Keypad Name.
A Time Zone Option screen will appear, allowing you to select options such as No Zone (has no effect), and your pre-programmed Time Zones. Note: Displayed below will be the time schedules associated with that time zone.
Click on the time schedule you want to have turn on and off the reader/keypad operation.
Click OK.
You may now key in which mode of operation you want for each door when the time zone is on and off.
Double Click on Access: Zone ON.(This means when the time zone is on the cardholders will have to use one of the choices below:

card only (can use their card to enter the premise)
card or keypad (can use either their card or pin number to enter the premise)
card and keypad (require cardholder to use their card and pin number to enter the premise, generally used for higher security and for after hours use)

To select the mode of operation:
Double Click on one of the options.

Double Click on Access: Zone OFF. (This means when the time zone is off the cardholder will have to use one of the choices below:

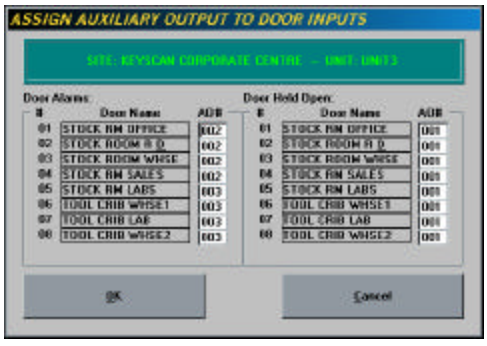
card only (can use their card to enter the premise)
card or keypad (can use either their card or pin number to enter the premise
card and keypad (require carholder to use their card and pin number to enter the premise, generally used for higher security and for after hours use)

To select the mode of operation:
Double Click on one of the options.

When you have completed your changes for all your Reader/Keypad operation,
Click OK and changes will be saved.
Click Exit to return to the Main Menu and not save your changes.
Click Clear to blank out all your selections made and re-enter them.

Assign Output to Door Alarms

This screen allows you to assign an Auxiliary Output for your Door Held Open(or Door Ajar) and Forced Open Alarms.



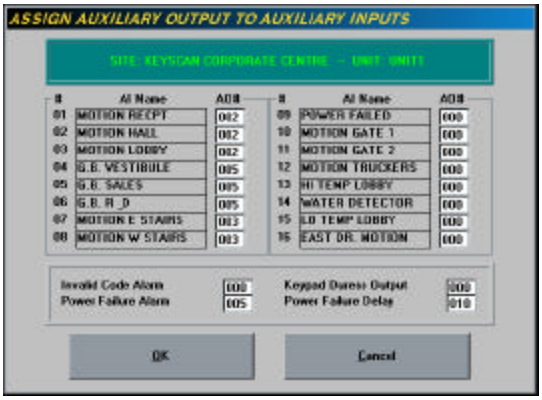
Assign an output to a door alarm:

1. Click Assign Output to Door Alarms.
2. Select the Unit and click OK.
3. There are two types of door alarms that can be

assigned: (1) door alarms which are generated on a forced entry, (2) door held-open (or door ajar) alarms which is generated when a door is held-open beyond the time programmed in door timers. Each door alarm can be assigned to one specific output.

4. Double click on door name in door alarm column if you want to assign a forced entry alarm to activate an output. A pop up window will appear. Select output and click OK. The output number chosen will display on screen.
5. Double click on door name in door held-open (or door ajar) column if you want to assign a door held-open alarm to activate an output. A pop up window will appear. Select output and click OK. The output number chosen will display on screen.
6. Complete entries and click **OK** to save and exit
7. Select **Cancel** to exit without saving changes made.

Assign Output to Auxiliary Inputs


ASSIGN AUXILIARY OUTPUT TO AUXILIARY INPUTS
SITE: KEYSCAN CORPORATE CENTRE - UNIT: UNIT1
Al Name ADB
01 MOTION RECPT 002
02 MOTION HALL 002
03 MOTION LOBBY 002
04 G.B. VESTIBULE 005
05 G.B. SALES 005
06 G.B. R_D 005
07 MOTION E STAIRS 003
08 MOTION W STAIRS 003
09 POWER FAILED 000
10 MOTION GATE 1 000
11 MOTION GATE 2 000
12 MOTION TRUCKERS 000
13 HI TEMP LOBBY 000
14 WATER DETECTOR 000
15 LO TEMP LOBBY 000
16 EAST DR. MOTION 000
Invalid Code Alarm 000
Power Failure Alarm 005
Keypad Duress Output 000
Power Failure Delay 010
OK
Cancel

Use this feature to assign outputs to inputs, you assign Auxiliary Input alarms to activate outputs when they are in an alarm condition. Your installer should determine your settings.

To assign Auxiliary Output to Auxiliary Inputs:

Click Assign Output to Auxiliary Inputs.
Select the Unit number and click OK.

Double click on the Alarm Input name.
Your Auxiliary output menu will be displayed.
Click on the appropriate Aux. Output box that you wish to trigger for this input.
You can also select No Output for no action.
Click OK to return to the Aux. Input menu.
Continue assigning your other Aux. Alarm Inputs with outputs.

Power Failure Alarm

The Power Failure Alarm allows you to assign power failure alarms to a selected output.
Double Click on the Power Failure Alarm Box.
Click on the appropriate Aux. Output you wish to trigger for a Power Fail Alarm.
Click OK to return to main Aux. Input menu.

Power Failure Delay

This feature allows you to ignore power failure alarms for a period of time specified in minutes. This prevents short duration power interruptions from causing alarms.
Click on the Power Failure Delay.
Delete the default of 10 minutes, and Enter the time you wish to cause a Power Fail alarm upto 99 minutes.

Invalid Code

This feature is used when an invalid card or keypad code (unauthorized for entry) is used/entered more than five times, triggering an Invalid Code alarm.
Double Click on the Invalid Code box.
Click on the appropriate Aux. Output you wish to trigger for an Invalid Code Alarm.
Click OK to return to main Aux. Input menu.

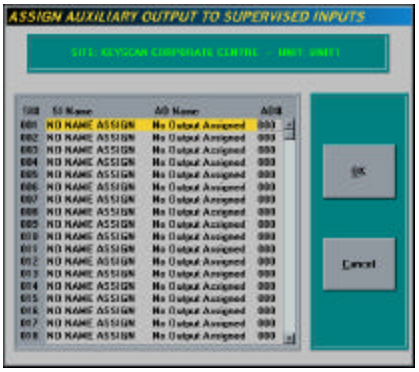
Keypad Duress Output

This feature allows a cardholder to key in a "9" before his or her five-digit keypad code. When this is done, an alarm is generated, alerting security that a forced entry may be in progress by someone forcing an individual to key in his or her security code under duress. The alarm may also activate a selected output. (The alarm automatically resets after 10 minutes.)
Double Click the Keypad Duress Output box.
Click on the appropriate Aux. Output you wish to trigger for a Keypad Duress Alarm.
Click OK to return to main Aux. Input menu.

A typical example for the keypad duress would be, to activate a signaling device to a central or monitoring station. Therefore if a cardholder is in a duress situation and their normal PIN is *41234#, they would key in *941234#. The door would unlock and a duress alarm would activate.

When you have finished inputting your data, click OK to save.
Click Cancel to exit without saving changes.

Assign Output to Supervised Inputs



By assigning outputs to Supervised inputs, you assign Supervised Input alarms to activate outputs in alarm conditions. Your installer should determine your settings.

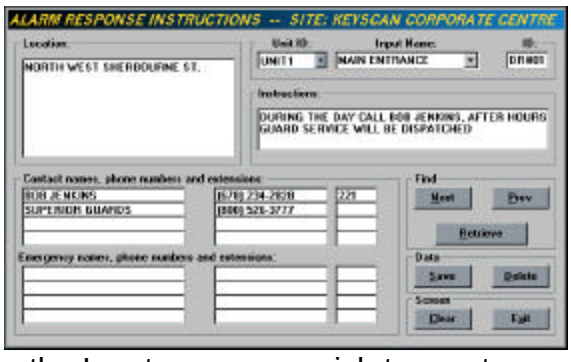
To Assign Aux. Outputs to Supervised Inputs:

Click Assign Outputs to Supervised Inputs
Select the Unit number and click OK.

Double click on the Supervised Alarm Input name.
Your Auxiliary output menu will be displayed.
Click on the appropriate Aux. Output box that you wish to trigger for this input.
You can also select No Output for no action.
Click OK to return to the Supervised Alarm Input menu.
Continue assigning your other Supervised Alarm Inputs with outputs.
Click on Next to display an additional 33 to 64 Supervised inputs.
Click on Previous to return to your 1 to 32 Supervised inputs. Your installer will tell you how many supervised inputs you have.

Click OK to save and exit.
Click Cancel to exit without saving.

Set Alarm Response Instructions



Alarm Response Instructions is a critical screen, helping you alert the proper authorities in case of an emergency.

Creating Alarm Response Instructions:

Click Set Alarm Response Instructions
Click on the left arrow on Unit ID.
Select the unit you wish to work on.
Click on the left arrow on Input Name and Double click on the Input name you wish to create an alarm response instruction.

Enter the information and instructions for this input. Note: You can key in different instructions for every input name, making your Response Instructions very specific and comprehensive.
Click Save to save the entry.
Proceed to program other input's. You will notice your previous data entry remains on the screen, this allows you to re-use it for other inputs saving you from re-entering the data.
Use the Clear button to blank the screen.
Use Exit to return back to Main Program Menu.

To display an input's information:
Use the Retrieve key to pull up information previously entered and saved.
Select Next to select your next point.
Click Prev to return to the previous point.

To delete an input's information:
Click on the Unit ID, and select a unit.
Click on Input Name, and double click on the input name.
Click Retrieve, your data for that input will be displayed.
Click Delete, and the data will be deleted for that input.

Set Alarm Inputs' Graphical Locations

This window allows you to assign a graphic to any door, auxiliary input and supervised input on any Unit. NOTE: If you don't create and import your graphic first, you cannot pull up a graphic file when selected. For more information on graphics, see section "Creating and Importing Graphics Pg. #."64"

Click **Set Alarm Inputs Graphical Locations.**
Select a specific Unit and one of three input options:

- Doors
- Auxiliary inputs
- Supervised inputs.

Select the option that you want to work with and click OK.

Program your graphics according to ID # and Input Name.
To select a Graphic File:
Double click on the graphic name.
Double click on the specific graphic file name.

Click on the co-ordinates box and your selected graphic will appear.
Click on your graphic where you wish to have a flashing dot (indicating the alarm) when it is reviewed in alarm responses.
Press Enter to save the co-ordinates.

When you are finished for all your selections, click save (to save and exit),
Click exit to exit and not save your data.
Click Clear All to clear your co-ordinates that you have set.

Repeat the above procedures for the other selections.

Completing Elevator Unit Information

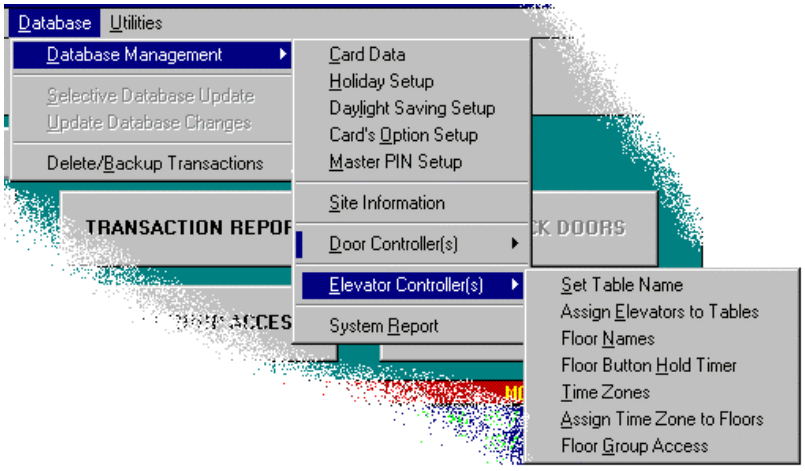
Elevator Controller(s)

Elevator Controller(s) allow you to control cardholders access to specific floors at specific times within your elevator system. Once your Door Controller(s) information is complete, enter your Elevator Controller(s) data if you have elevators on your system.

In most cases, each elevator cab is equipped with a card reader. The cardholder presents a card to the reader and presses the desired floor number as usual. If they have clearance to that floor, they will be delivered there; if not, they will be denied access.

Click the first listing, **Set Table Names.**

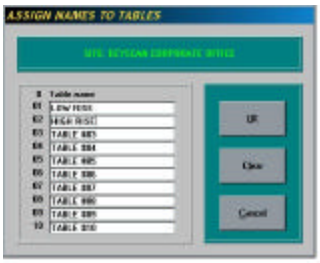
Set Table Names
Assign Elevators to Tables
Set Floor Names
Floor Button Hold Timer
Set Table Time Zones
Assign Time Zones to Floors
Assign Floor Group Access



Set Table Names

This feature allows you to assign a specific name (of up to 20 characters) to elevator Units, one through 10. Because elevators often have access to identical floors or may be in the same tower rise, a name is essential to differentiate one elevator Unit from another.

Click **Set Table Names.**



To input a Unit name:
Click a Table number.
Enter the name. For example, Twin Tower 1or Building 1.
Continue until all your elevator Units are named.
When you have completed inputting elevator Unit names.
Click OK to save changes and to exit.
Click Cancel to exit without saving changes.
Click Clear to erase table names.

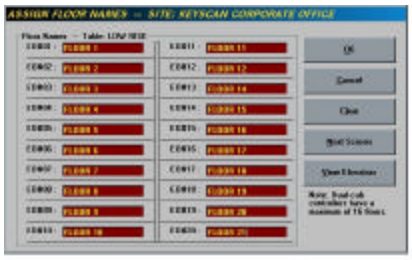
Assign Elevators to Tables

To begin assigning tables to your elevator units:
Click Assign Elevators to Tables.
Double click on the Elevator Unit that you wish to assign a table.
Double click the table that you want to assign to it.

(NOTE: The Default button assigns all elevators to Table 1).

When you have finished assigning elevators to tables, click OK to save and exit.
Click Cancel to exit without saving changes.

Set Floor Names



Click on **Set Floor Names**.

Select an Elevator table from one to ten.
Click View Elevators to view a listing of elevator Units in that specific table. (When finished, press Esc.)

Click OK to assign names (up to 15 characters) to specific elevator outputs (E0) in the Unit. For example, E0#01 may be Basement; E0#02 may be Parking Garage.
If you have an EC-2000, you can only assign up to 16 elevator outputs. (NOTE: The installer will provide a list of settings for elevator outputs.)

Click View Elevators to review a list of the elevator assigned to that table and the type of elevator controller. (For example, Freight, EC-1000.)
When finished, press Esc.

Click Next Screen to display and name the additional 20 outputs, therefore totalling 40 outputs/floors.
Once completed, click Prev Screen to return to the first 20 outputs.

Click Clear to clear data from your screen.
Click OK to save changes and exit.
Click Cancel to exit without saving changes.
Click Exit to return to main program screen.

Floor Button Hold Timer

Use this to set up how long you wish to have the floor button to remain active for when a valid card is presented.

Click **Floor Button Hold Timer.**

You can set the floor button hold timer by entering an amount of time beside the elevator unit.
The default provided is five seconds. (NOTE**:** The amount of time that you input is automatically multiplied by five. For example, if you enter 5, your hold timer is programmed for 25 seconds. You may enter up to 99 seconds or 8.25 minutes.)

When you have finished inputting your time.
Click OK to save and exit.
Click Cancel to exit without saving changes.

Set Table Time Zones

Similar to Door Time Zones, Elevator Time zones require you to enter your start and end times, Monday through Sunday, including a Holiday schedule.

All time zones are in military time (24-hour clock). You may select times from 00:01 which is one minute after midnight to 23:59 which is one minute before midnight. The time, 00:00 is considered “no time” and may be used to indicate no changes to a schedule.

Eight time zones exist per elevator Unit. Within a time zone, you have two pre-assigned schedules.

Click Set Table Time Zones.

Select your elevator table by clicking on the right arrow from one through ten.
You may Click View Elevators to view a listing of elevator Units in that specific table. Press Esc when finished.

Click OK to view and program the time zone pertaining to the elevator table selected. (Note: If there are Several Elevator Units programmed to this table, they will all conform to the time zones programmed. Click on Unit ID to view the Units pertaining to this table.)

Press Esc to restore.
Enter under TZ# a number from 1 to 255.
Enter a Time Zone Name to describe it. Eg. Day Shift.
Select the Unit ID.
Then enter your time schedule for a particular Unit, from Monday through Sunday, including holidays.

For example, if you want to program a time zone for the floors to unlock at 9 a.m. (09:00) and lock at 5 p.m. (17:00) Monday through Friday, enter the number 1 in TZ#, enter Unlock Floors under Time Zone Name. Go to Top schedule under Monday and key in 09:00 (your start time on top) and 17:00 (your end time at bottom). Colons will appear automatically. In most cases, one time zone will be assigned to one schedule.

However, if you want to lock and unlock a floor more than once a day (multiple assignments), you would use both the Top and Bottom schedule to do that. (For example, if you want to unlock a floor at 09:00 and lock it at 12:00 you would assign it to schedule1 and unlock it again at 13:00 and relock it at 17:00, you would use schedule 2.)

Use Holiday Time schedule for the system to automatically scan the data in the Holiday’s programmed (see page 41) to find matching holidays. When it finds a match, your usual pre-programmed time zone will be disregarded and the Holiday Time schedule which is programmed will come into effect.

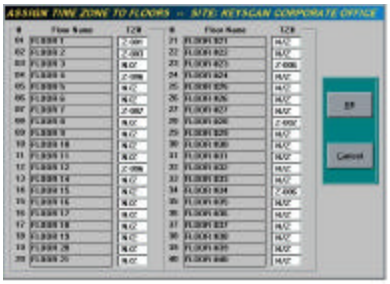
For example, if a holiday falls on Monday, June 1st and your elevator floors are normally programmed to unlock at 09:00, but you’ve indicated that this date is a holiday in your holiday schedule, the software will scan your holiday time schedule, should it be set with all 00:00,then this data is received and the floors will remain locked all day. However should a time be programmed into your holiday time schedule then it would follow the time.

Once you have completed your time zone schedule,
Click Save to save and exit.

Use Clear to erase the screen.
Use Exit to exit the screen without saving changes.

Assign Time Zone to Floors

Use this to assign a time zone to a floor to be automatically unlock and lock so users don't require their card to access it during the schedule programmed but require a card to access it outside the schedule.

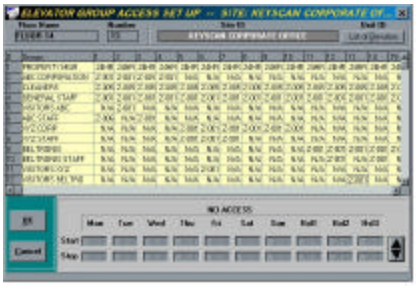


Click on Assign Time Zone to Floors.
Select your elevator table by clicking on the right arrow from one through ten.
You may Click View Elevators to view a listing of elevator Units in that specific table. Press Esc when finished.
Click OK .
The Floor data screen will appear, displaying your Floor output numbers, floor names and the time zone affiliated with it.

To assign or change a time zone for an elevator floor:
Double click on the Floor name.
A Time Zone Option screen will appear, allowing you to select options such as No Zone (has no effect, locked at all times), and your pre-programmed Time Zones. Note: Displayed below will be the time schedules associated with that time zone.
Click on the time schedule you want to have unlock and lock the floor.
Click on OK to accept.
Continue for other floors.
Click OK to accept changes. Click Cancel to void changes.

Assign Floor Group Access

Floor Group Access is similar to Door Group Access and is used to set up times for accessing a floor or floors to a particular group of cardholders. Cardholders can be grouped into categories such as managers, cleaners, part-time staff etc. You have up to maximum of 512 groups. Your time options include 24-hour access, No access and your programmed time zone that you had created.



Your Floor Groups are listed verticaly on the left hand side, the numbers displayed horizontally on top, list the specific Floors assigned on the system.

Click Assign Floor Group Access. (This feature can also be selected via the "hot button" Floor Group Access on the Main Menu).

Select your elevator table, one through ten.
Click View Elevators to view a listing of elevator

Units in that specific table.
Click OK.

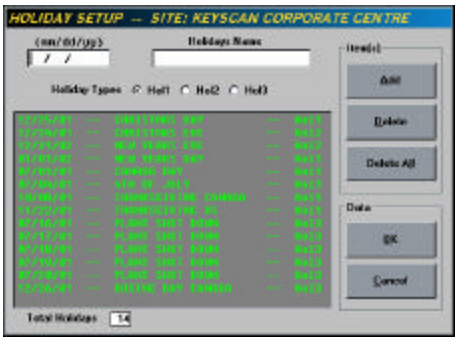
To make or change a group name:

Double click on the Group name field.
Enter your group's name. Eg. Managers, Sales, Accounting, etc.
Click on OK to accept the group's name.

To assign or change the time of access to a floor:
Click on the Floor number that is horizntally affiliated with the group name.
Displayed in the Floor Box located at the top left corner will be the Floor name.
If this is the correct floor, then Double click on the box.
A Time Zone Option screen will appear, allowing you to select options such as 24-hour Access, No Access, and your pre-programmed Time Zones. Note: Displayed below will be the time schedules associated with that time zone.
Click on the time schedule you want for that group of people to access that floor.
Click on OK to accept.
You will return to main Floor Group Access menu and the floor you had selected will display the time schedule you had chosen.
Continue for other floors and groups.
When completed Click OK to accept or Cancel to void the changes just made.

To duplicate a time zone vertically or horizontally (and save re-inputting time), click on the floor number on top for vertical and click on floor group number on left side for horizontal, by doing this it will duplicate the time schedule assigned to all floors in that group. You may also click and drag the mouse to select several floors and groups. Note: If the time zone selected is not global in all controllers you will be prompted this and asked if you wish to continue.
Click OK to accept or Cancel to void.

Holiday Setup



This window allows you to input annual holidays. Enter each holiday's date and name. It is important to setup Holidays and keep this feature updated because your Holiday schedule overrides all other Time Zone schedules. The software continuously scans data in the Holiday file to match holidays. When it finds a match, your usual pre-programmed time zone will be disregarded and the holiday schedule which appears inHOL1. HOL2 or HOL3 in your time schedules will come into effect.
For example, if a holiday falls on Monday, June 1st and your doors are normally programmed to unlock at 09:00, (but you've indicated that this date is a holiday in your holiday schedule and the HOL Type programmed has all 00:00's), then the software will take note of this and keep the doors in a locked position all day. However if there is a time in the HOL Type, then it will follow the time associated with the HOL Type number to follow..

Click Database.
Click Database Management.

Click Holiday Setup or click

Enter the date of the holiday.
Enter the name of the holiday.

Enter the Holiday Number. HOL1, HOL2, HOL3
Click Add to add a holiday to your list.

To Delete a holiday, Click on the holiday.
Click Delete. You can also delete all listings by clicking Delete All.

Click OK to return to the Database Management Main Menu.
NOTE: Remember to upload your database to implement changes.

Daylight Savings Setup

Use this to setup Daylight Savings time, so that the system automatically adjusts the time accordingly.

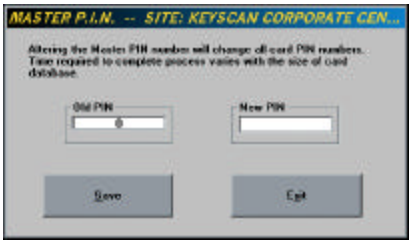
Click Database and select Daylight Savings Setup.

If applicable, key in the day, month and year that Daylight Savings Time begins and ends in your area.
Click on the Default Button which sets it according to North American Savings Time.
Once you have indicated these two dates, your software will automatically adjust for the time change, ensuring accuracy.

Click OK to save changes and return to the Database Management Main Menu. (NOTE: Remember to upload your database to implement changes).

Master PIN Setup

This window allows you to change and save a master PIN (Personal Identification Number), by doing this all user's PIN numbers will be changed, this is especially useful in emergency situations when all cardholder PINs need to be changed immediately.

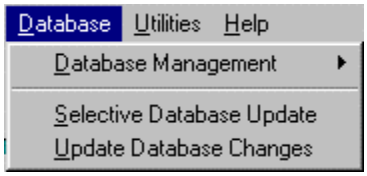


Click Database,
Select Database Management and,
Click Master PIN Setup.

Select a number from 00001 to 65,535, but make note of your old PIN if you want to restore it later. The default PIN is 0. (Warning: If you change the PIN number, all PINs will change.)

Click Exit to return to the Database Management menu.

Uploading Database



Selective Database Update

Use this feature to allow you to upload individual parameters or your complete database including cards, or just the changes, time zones, groups, Unit parameters and clock times to the Units on your system.

At the Main Menu.
Select Database.
Click Selective Database Update.
Make a selection(s) by clicking on the left hand box beside the parameter you wish to send.
Click OK. A screen detailing the uploading procedure will appear.

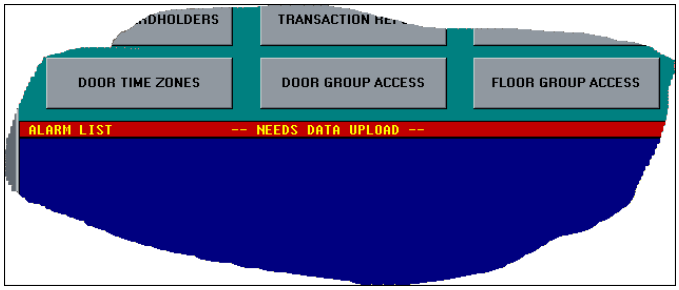
You will also find on this screen a Test button. Use this to verify ACU communication.
Click Test.
A message will appear beside your ACU's.
OK=ACU's are communicating
NO RESPONSE=ACU's not on line, problem with communication
INVALID PASSWORD=ACU's password does not match site Info password
PASSWORD NOT UPDATED=ACU'S password has been modified in the site information but not uploaded.
CAN'T SEND DATA=Comport on PC faulty or not active.

Click Exit to return to the Main Menu.

Update Database Changes

Use this feature to upload your database changes only.
At the Main Menu select Database and,
Click on Update Database Changes or Click on
Click Cancel to terminate updating.

Note: "Needs Data Upload" will appear on the Main Menu in the top centre of the Alarm List Screen, when changes have been made to the database. To get rid of "Needs Data Upload" message update database to controllers.



System Report

System Report allows you to save to a file or print a hard copy of your system's parameters which have been programmed into the software such as holiday schedules and door and elevator Unit information.

Select Database.
Click Database Management.
Click System Report or click on

Select the Site Name by clicking on the right arrow that you wish to print.
Click OK. A screen will be displayed with all your units selected and all parameters checked off to print or save to a file.
Double click on the selected units on the right hand side to have them deselected not to print or save to a file.
Click on the parameters to remove the check mark so these parameters will not print or save to a file.
Click Print. NOTE: Ensure your printer is in the 'On' position.
Click on Save to File. This will save the system report to your specified path. Default is C:\sys34win\keydata\siteid\sitesys.rpt.
When you have completed printing or saving a report, click Exit.

Section 4: Compiling Your Card Database

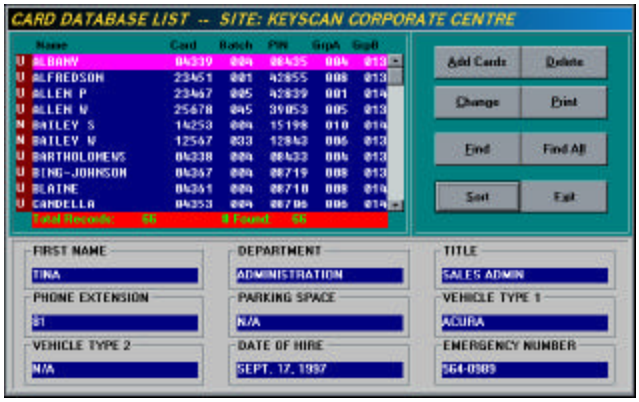
This screen lists your total cardholder records and allows you to make changes, add and find cards, or sort, delete and print cards.

In the Main Menu,
Click Database .
Click Database Management.
Click Card Data or the “Hot Button” Add/Del Cardholder.

Compiling your Card Database

Before you begin inputting cardholder names, numbers and data, it is important to work from a complete list of cardholder information detailing cardholder names, groups etc.

Card Option Setup
Adding New Cards
Block Load Cards
Change a Card
Find a Card
Sort Cards
Delete a Card
Visitor Card
Print Cards



Card Option Setup

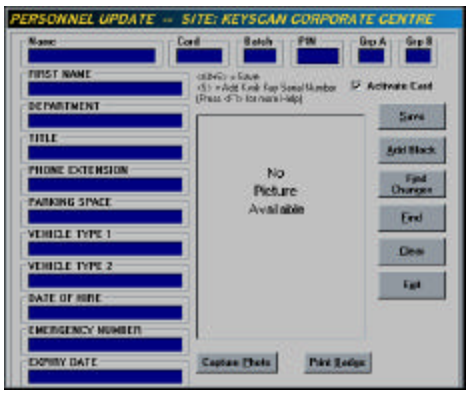
Use Card Option setup to create additional programmable fields, eg. Department, Parking Space, Extension, etc. (This is generally setup once.)

Click Database.
Click Database Management.
Click Card Option Setup.
Enter the number of field labels you want. You can have up to 10 fields of up to 20 characters each. When you have determined your fields, Click OK. Click Cancel to exit without saving changes.
Type in the headings that you want.
Once you have finished, click OK to save. Click Cancel to exit without saving changes.
Your card database will be displayed.

Adding New Cards

This allows you to add New Card User to your systems database.
Click Database
Select Database Management
Click Card Data or click Add/Del Cardholder "Hot Button".
You will have displayed:

- Name
- Card or Kwik Key
- Batch
- PIN
- Door Group
- Elevator Group



(NOTE: Elevator is only listed if you have elevators on your system.)

Click on ADD to begin to add new cardholders.
Enter the name of your cardholder (**Last Name First** and initial, up to 16 characters. ***Use one of the Optional Fields for First Name***))
Enter their card number (up to five numbers). In most cases, the card number is the last 5-digit number printed on each card. (Note: You may want to use a test name and card number to ensure that your database is operating and saving properly.)
Enter the Batch Number, this is a 3-digit number located on the card (or package of cards). It is a facility code, similar to a telephone area code, which further classifies your cardholder's record. It must range from 0 to 255.
You do not Enter a PIN number, this is automatically calculated when the card number is entered. The PIN is the number that the cardholder keys into keypads. (NOTE: If you use the Keyscan manufactured WSSKP1 keypads only, you can program your own keypad codes by entering your PIN in the card area from 1 to 65,000. For more information, see Card Reader Protocols under Setting Up A Site).
Enter the cardholder's Door Access Group number from 01 to 512. This was created under Door Group Access.
Enter the cardholder's Elevator Access Group number from 01 to 512. This was created under Elevator Group Access. For example, Group 01 may represent all the managers or employees from a specific company. Elevator groups will not appear unless elevator Units are on your system).
Enter the cardholder's data in each of the other optional fields that you had created.
Click Save and your card will be saved to the database.

Entering A Kwik key (or tag) is similar to a card and has a serial number printed on the back.
Enter the name of your cardholder (last name first and initial, up to 16 characters)
To input a Kwik key number,
Type "S "(for serial number) under Card field and enter the serial number on the tag.
Eg.17BA354
Click OK.
Now enter your cardholder data in each of the other optional fields that you had created.
Click Save and your card will be saved to the database.

Use Clear to erase the data from your screen and re enter new data to find.
Click Exit to return to the Main Menu.

(NOTE: If a card is lost or stolen, you can either delete the card from the database or place it in a group. For example, designate Group 512 to deny access to all doors and program a lost or stolen card into this group. If a user attempts to gain access, the software will record that someone attempted to use the card, allowing you more control over access).

Block Load Cards

This is where you can Block load several consecutively numbered cards. You can specify how many cards to be Block loaded into a certain Door Group and Elevator Group(if this pertains to your site). By doing this all you need to do is go in and change the names of these cards and not enter the Card, Batch and Group Numbers.

Click on Add Block.
Enter the Batch Number of the cards.
Enter the Start number of the first Card number.
Then enter the number of cards you want in each group.
Then create a name to load all the cards under or,
Click on use default Group Names.
Click Add, your cards are now added to the database and all you need to do is change the names.

Example: Cards must be in Sequential Order. The cards are numbered from 18525 to 18625. The Batch # is 001. I require 25 cards to be in Door Group #1, 50 cards in Door Group #3 and 25 cards in Door Group #7. Therefore, I will enter the start # of the cards(18525), the batch #(001), then I will enter the number of cards to be added to the Door Group numbers(25 in Group #1,50 in Group #3,and 25 in Group #7). I will then create a name or use the Default Group Name for the cards. Click ADD. Your cards are now added to the database and all you need to do is change the names. Note: DON'T FORGET TO UPLOAD THE CARDS.

Note: *If using this utility for creating PIN numbers and the Master PIN has been changed, then you must Change the Master PIN to 0 to recalculate the PIN's, then Change the Master PIN back to what it was. E.g. My Master PIN=2, then I must Change it to 0 to recalculate the PIN's, then Change the Master PIN back to 2.*

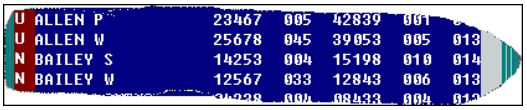
Change a Card

Use Change to modify or update an existing card.
Select a cardholder that you wish to modify or change by highlighting it or you may use Find.
Click Change.
Make your changes.
Click Save.
Click Exit to return to main card menu.
Use Restore should you wish to restore the card information you had just changed or modified.
Use Next to obtain the next card.

Find a Card

Use Find to find a specific cardholder in the database. For example, enter Allen in the Name field.
Click Find. If Allen is in your database, the software will find that entry and all its programmed data fields.

Use Find Changes to locate cards that are (N) new, (D) deleted or (U) updated and haven't been uploaded to your Units.



Click Find, Click on Find Changes. All your updated or new cards will be displayed.

Sort Cards

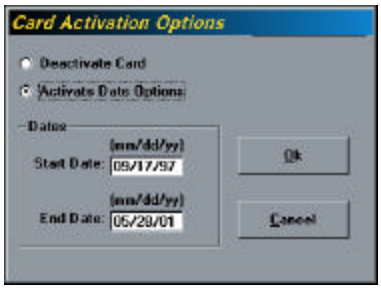
Use Sort to sort your Card database.
Click on Sort.
Click on the right arrow.
Select one of the predefined fields or one of your 10 programmable optional fields.
Click OK to sort your card database.
Use Cancel to return to main card menu.

Delete a Card

Use Delete to delete a cardholder from the database and the system.
Select the card you wish to delete by highlighting it or use Find to locate the card.
Click Delete. A D will appear on the left side of the card.
I you made a mistake you will notice the Delete button now says Undelete.
Click Undelete to keep the card active. A U will appear on the left side of the card.

Activate Card

Use Visitor cards for visitors, contractors, temporary employees to access only the doors permitted for a date frame.
At Cardholder menu, Click on Activate Card, the Card Activation Options menu Appears.
Click on Deactivate Cart to disable from system.
Click on Activate Date Options to set up Start & End date for the card to begin working and then be deactivated.



Note: All Cards entered are defaulted to active. If you wish to change then you select the Card Activate feature.
Cards become Active at Midnight and Deactivate on Midnight on the Start & Stop dates.

Print Card Database

Use Print to print a hard copy of your card database.
Click Print.
Select either:
Name, Card, Batch, and Group or,
Name, Card, Batch, Pin, and Group or,
All Data Fields.
Click OK to print.
Click Cancel o return to main card menu.

(Note: Ensure your printer is on.)

Section 5: Technical

Glossary of Terms

Creating & Importing Graphics

How to Use Your Card

Modems

Tape Drives and Network/Servers

Making a Backup of your Database

Glossary of Terms

A

Access Control Unit (Unit)
Each Unit on your system works like a mini computer, sending and receiving data from software, security cards, card readers and keypads.

Alarm List
An Alarm List displays alarms pending and alarms on hold, providing you with alarm descriptions, locations and times — the oldest listed first.

Autoexec.bat
This is a batch file containing instructions for DOS to carry out once it completes start-up procedures. (You can use this file to have your computer perform automatic functions).

B

Batch file
This text file automatically enacts a series of DOS commands (once you type a command at the DOS prompt).

Baud rate
This is the speed that a modem sends and receives data.

C

Cards (Security cards)
Each security card is coded with a specific access number. To enter or exit doors, cardholders present their cards to a card reader near the door.

Cardholder
The name of a security card user programmed into the software's database.

Card reader
Readers are usually mounted beside a door, requiring that cardholders present their cards to its mechanism in order to enter or exit.

Config.sys
Also known as a configuration file, this text file contains instructions that inform DOS of the specific functions of your computer.

D

Default
Default is a specific command that your DOS system refers to and accesses automatically without intervention from the user.

DOS
An acronym for Disk Operating System. DOS underlies Windows 3.1.

E

F

Function keys
Function keys are located on your keyboard and include the F keys (F1 through 12), arrow keys, tab and space bar.

G

H

I

J

K

Keypad
A keypad, usually mounted beside a door, is used in conjunction with a card reader. Cardholders key in their PINs (a personal five-digit code) to enter or exit, and then present their cards to a card reader.

Kwik Key
A keypad, usually mounted beside a door, is used in conjunction with a card reader. Cardholders key in their PINs (a personal five-digit code) to enter or exit, and then present their cards to a card reader.

L

LAN
Local area network

M

Modem
Short for modulator/demodulator, your modem connects your computer to a standard phone line, allowing you to send and receive up-to-the-second data.

Mouse (serial or bus)
A hand-held device that helps you move through the software and its various menus, fields and screens.

N

O

P

Parity
This is an extra bit that modems send with each character to check the accuracy of each character. Types of parity include even, odd, no parity, space and mark.

Password
A personal code keyed into the computer. Your password enables you to gain access to certain functions.

PC
A personal computer.

Peripheral
Peripherals are add-on devices for computers such as printers or modems.

PIN
An acronym for Personal Identification Number, a PIN in the {sysname0} system is a five-digit code entered into a keypad by a cardholder.

Port
A port is an output on a processor where a peripheral or communications device is inputted.

Q

R

RAM
An acronym for Random Access Memory. RAM is a memory storage system where data is temporarily stored and retrieved as you work.

Reader (See Card reader)
Readers are usually mounted beside a door, requiring that cardholders present their cards to its mechanism in order to enter or exit.

S

Scrolling
When you scroll, you use your function keys or mouse to move up and down through lists of data.

Shunt
To switch or bypass an electrical current or impulse.

Software
This is a package of specially designed instructions or information that tells your computer what to do and provides you with data or specialized computing abilities.

Subdirectory
Subdirectories are contained within larger directories and are used to organize and store data.

SVGA monitor
A color monitor, SVGA stands for super video graphics adapter.

System
An single or collection of single items (in this context it would generally be hardware or software) designed or connected to perform a specific task or tasks. For example, an office building would have most of electrical, heating & air-conditioning, fire prevention, security and access control systems.

T

Time Zone
A time zone is a programmable period of time that allows or denies cardholders' access, locks and unlocks doors or outputs, or arms and disarms inputs or supervised inputs.

U

Unit
See Access Control Unit.

V

Visitor's Card
A keypad, usually mounted beside a door, is used in conjunction with a card reader. Cardholders key in their PINs (a personal five-digit code) to enter or exit, and then present their cards to a card reader.

W

WAN
Wide Area Network. Multiple LAN linked together.

Windows
The Microsoft “Windows” Operating System (OS). Several versions exist. Your Keyscan System software is Windows-based. Generically, windows are the rectangular areas of the graphical computer interface that display information and/or allow the user to input commands (via keyboard or mouse).

Windows 3.1, 3.11, 95, 98,NT, 2000
Variations of Windows OS. 3.1 & 3.11 are 16-bit systems, while ’95,98,2000& NT are 32-bit systems.

X

Y

Z

Creating and Importing Graphics

The Graphics feature allows you to create and import graphics that depict various areas in your site. Once your graphic is created, you can assign it to any door, auxiliary input and supervised input on any Unit.

For example, if the front door alarm rings, you can import the corresponding graphic to see the exact location of the alarm via a flashing dot.

Graphics can be created using Windows Paint software or a similar program. Graphic must be saved in a bitmap (BMP) format. To do this, save graphics as color bit map (.BMP file). (Note: You should save the graphics according to your system, i.e., 16- or 256-color bit map).

Once you have created your graphic, save it into the site's subdirectory within the System III main directory.

The subdirectory name must match the site identifier (ID) name selected in site information. (i.e. C:\SYS34WIN\KEYDATA\SITE ID — or whatever the site ID is for your system).

Program your graphics according to door number and input name. Indicate the graphic file name. (Alarm location co-ordinates are determined automatically depending upon where you place your alarm).

Using Your Card or PIN number.

Proximity Readers

To ensure system accuracy, the card or key tag should be grasped on the slotted end between the thumb and forefinger, as shown in the illustration below. Keeping the card/tag parallel to the reader, move it slowly towards the face of the reader until it is read. For the card to be read again, it must be totally removed from the extended field of the reader and presented again.

Note: In order to prevent misreads, do not wave the card/tag in front of the reader or hold card/tag perpendicular to the reader.

Wiegand Readers

Hold card from top and slide through reader at a quick pace. Please ensure bottom of card runs along base of reader guide and is passed right through the reader.

Kwik Key Readers

Hold tag at back of holder and touch round disk to the round read head until light fully extinguishes. Approximately 1 second.

Keypads

Press the ***** to initialize keypad, then enter your **5 digit PIN**, then press the **#** to transmit the code to the controller.

Reader/Keypad Light

The red light on the reader or keypad indicates door is locked. When the light is off, it indicates door is unlocked.

Setting Up Modems

Setting up the PC Modem

Setting up the Modem at the PC is done at the Comm Port Settings window. Note: 2400 baud is only supported at this time. Refer to Technical Guide for proper jumper settings.)

1. Select Communication and click on Comm Port Settings. Select Remote or Both(if you have a Local and Remote Site) and a Initialization String will Appear.
2. At Initializing String, the default of "AT&F0&S0=1&K0&D0" will appear. This string is for Practical Peripheral Modems. Should you have a different modem, refer to the manual provided to match up the Modem Chart below with the default string settings.

Setting up the Remote Modem

Note: Before connecting modem to controller, clear memory on controller, wait 30 seconds, connect the modem and press reset.

1. If using System III software, this is setup in "Site Information" under "Unit Setup". (If the site is a remote site, then a default initializing string will appear: AT&F0S0=1&K0.) This string is for Practical Peripheral Modems. Should you have a different modem, refer to the manual provided to match up the Modem Chart below with the default string settings.
2. If System III software is not available, then load the modem software provided or run the program Terminal.exe to set up the remote modem.
3. Set the initializing string as: AT&F1S0=1&K0 for the remote modem.

Modem Settings Chart Commands:
AT = Attention Command Prefix: Precedes all Commands. e.g. AT&V.
ATDT = Attention Dial Out on Tone Line (Followed by Phone Number)
&V = Display Active & Write Profiles
&F = Load Default Factory Settings
S0=1 = Auto Answer on 1 Ring on Incoming Phone Calls
&C1 = Cause Data Carrier Detect to Track Actual State of Remote Modem's Carrier
&D0 = Ignore Data Terminal Ready Signal from Computer
&K0 = Disable Flow Control

Note: The modems should be programmed to match the controller baud rates .

`USROBOTICS' modems require an additional command in both strings as listed below:

Host modem string	= AT&C1&K0&D0S0=1&R1
Remote modem string	= AT&C1&K0&D0S0=1&R1
Modem ignores Request to send	= &R1

Dip Switch Settings:
1) Data Terminal Ready normal
2) Verbal result codes
3) Surpress result codes
4) No echo, offline commands
5) Auto answer on first ring, as specified in NVRAM.
6) Carrier detect normal
7) Load NVRAM defaults
8) Smart mode

Tape Drives and Network/Servers

Tape Drives

You may use a tape drive to back up the system software and files. To back up the system files you must exit the program and start the backup software. Refer to the instructions provided with the tape backup. To make a complete backup, copy all files and subdirectories within the "Keydata" directory. When finished, you may exit the backup software and re-start the Keyscan System III program.

Network/Servers

Although Keyscan System III software is designed for a file sharing environment, the software must have access to the communication ports of the machine that it is installed in and must not be run on multiple machines at the same time. It can be set up so that data files could be located somewhere else, like in a Server location.

Note: You must modify your Keyscan.INI file to route data to the proper Drive location.

MAKING A BACKUP OF YOUR DATABASE

1. Exit the software.
2. Make sure you are at the main directory where the software is located. (I.e.: C:\SYS34WIN. Use Windows Explorer in Win95, 98, NT to open the file.)
3. Open the “SYS34WIN” File Folder.
4. Select your Data File Folder (Default is “KEYDATA”).
4. Copy Data File Folder to your Zip or tape drive.
5. You may use a CDROM Read Writer, however when restoring the files make sure you select the properties of the files and deselect Read Only.
6. You now have a backup of your system’s database.

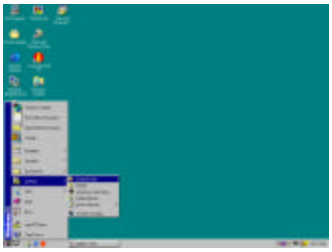
Appendix A:

Here are the steps to setup the Networking:

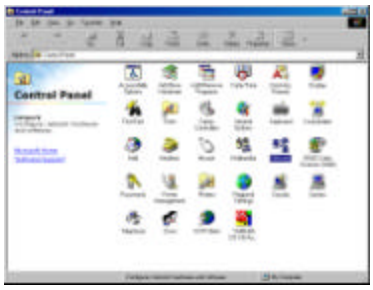
TCP/IP setup

First Choose the machine that will be designated as the server.

1. Click on Start, Settings and Control Panel

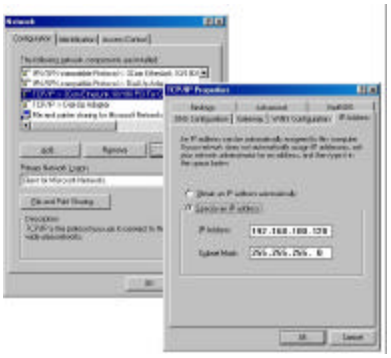


2. 2. Double Click on Networks



3. Check to see if TCP/IP and File and Printer Sharing is installed. If it is not installed DO NOT attempt to install it. Contact the IS department to install and configure.

4. If TCP/IP is installed, Click on properties and IP Address. Write down the IP address. If no IP address is available contact the IS department to assign you one.

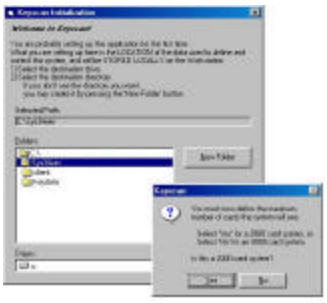


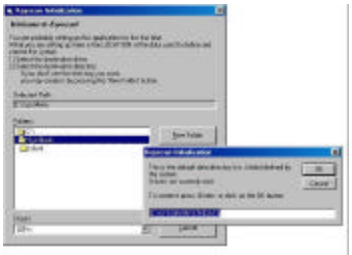
5. You are now ready to Install the Keyscan System III Networking Software.

Install the CD into the CD Rom drive and run setup. Once complete run the Keyscan Server application to set it up.

Server Setup:

1. When you run the Keyscan Server application for the first time you will be asked to setup the data directory. The default is C:\SYS34WIN\KEYDATA.
2. You then will be asked to setup the number of cardholders. Click Yes for 8000 or No for 16000.
3. You will the be asked to setup the Station data directory. The default is
   C:\SYS34WIN\STNDATA

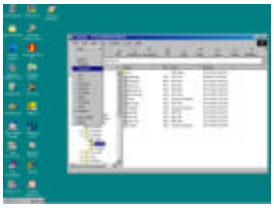




The Keyscan Server Software will come up. Log ON with the Name: KEYSCAN and Password: KEYSCAN. Click on File and Quit the program. You need to share some files.

File Sharing Setup:

1. To setup the shared files necessary for Keyscan Networking to operate you must open Windows Explorer. Select the SYS34WIN Directory and select KEYDATA. Click On File and Click on Properties.

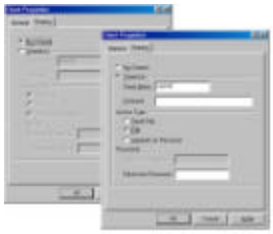


2. Select Sharing and click on Shared As and FULL. Click OK.

3. Select the Client Folder and

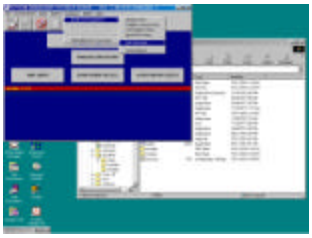
Click on File and Properties.

4. Select Sharing and click on Shared As and FULL. Click OK.



Site Setup

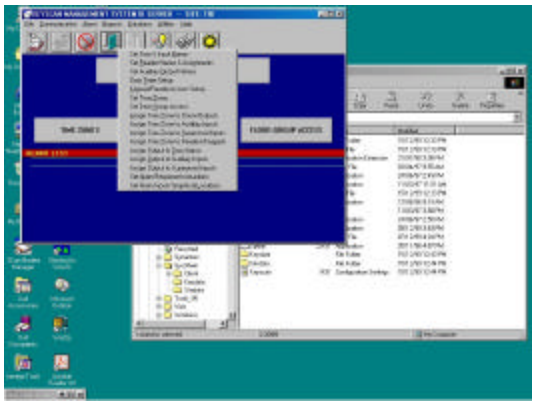
1. Run the Keyscan Server application. Click on Database, Database Management and Site Information.



2. Program the Site Name and Site ID.

3. Click on Unit Setup and setup your Access Control Units. When you have setup all your access control units, click Return and click Save.

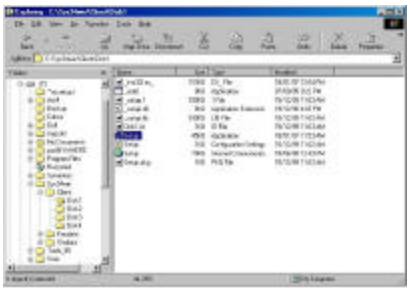
4. You are now ready to begin to configure your control panels. Click on the Door Menu and work your way down the Door Menu parameters.



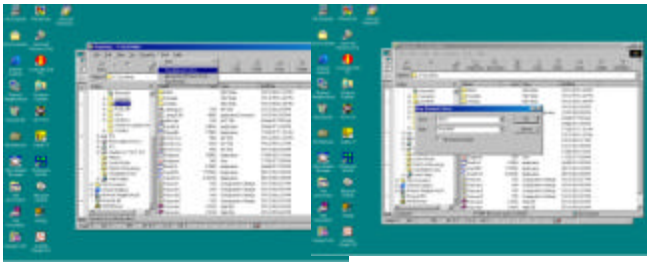
2. Once you have programmed your site, Click on File and Log Off the Server Software. You may now install and setup the Keyscan Client Software.

Client Software Installation:

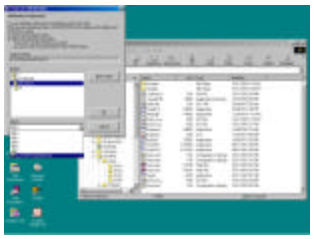
1. Open the Windows Explorer, and locate the Client Folder. Click on the Client Folder and Click on Disk1. Click on Setup to begin installation.



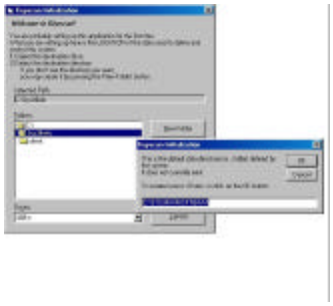
2. Once installation has completed you then need to map a drive to the keydata folder. Note this is only done if the Client is not on the same machine as the Server software.



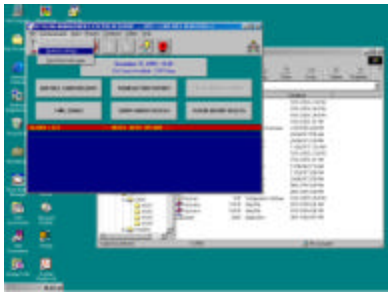
3. Run the Keyscan Client application. You will be asked to setup the data directories. For the Keydata directory you must select the map drive you created. If the Client is on the same machine as the Keyscan Server software, then use the default data directory.



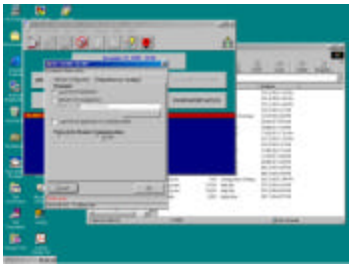
4. Then setup the Station data directory for the default settings.



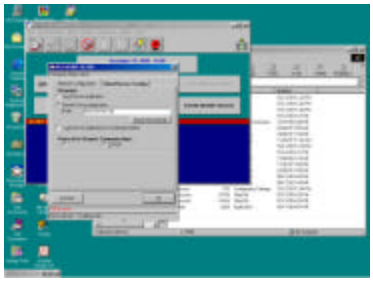
5. Once this is setup the Client software will be displayed. Enter the Name KEYSCAN and Password KEYSCAN. Click on Communication and Select Network Settings.



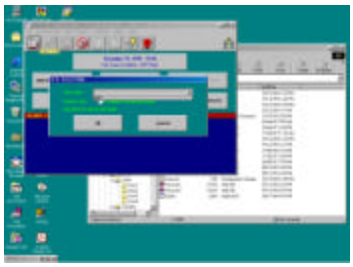
6. You then select Local Server Application if the client is on the same machine as the Keyscan Server software.



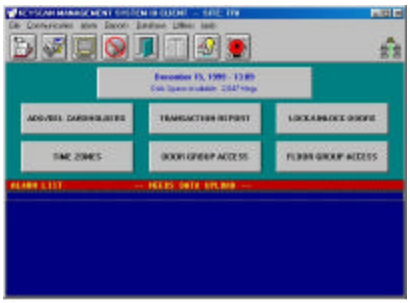
You will select Remote Server Application and enter the IP address for all other clients. Click on Connect. You should receive (-1) No Errors if you are communicating with the Server Software. If not then repeat the above process.

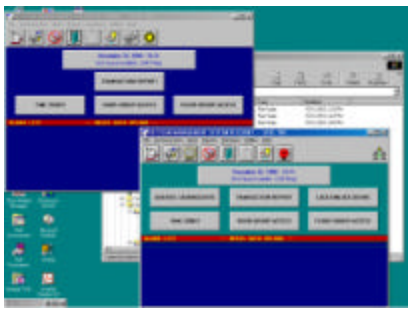


7. Once connection is established then click on File and Select Site.
8. Select your site.



9. You are know ready to begin programming the cardholders either on the Remote Client or the Client running the Server.





Client & Server Programming Differences

CLIENT SOFTWARE		SERVER SOFTWARE
	SITE SETUP	
NO	Configure Site Information	YES
NO	Add/Del ACU's	YES
NO	Activity Collection with Remote Sites	YES
YES	Selecting a Site	YES
NO	Unit Diagnostics	YES
NO	Print System Information	YES
NO	Networking Setup	YES
YES	Mapping a Drive	YES
YES	Connect to the Server	NO
YES	Send Messages Across Network	YES
	PASSWORDS	
NO	User Names & Passwords	YES
YES	Change Passwords	YES
	COMMUNICATIONS	
NO	Test ACU Communication	YES
YES	Selective Database Update	YES
NO	Update Database Changes	YES
NO	Unit Diagnostics	YES

CLIENT

SERVER

DATABASE DOORS

CLIENT SOFTWARE		SERVER SOFTWARE
YES	View Door's Status (Lock & Unlock)	NO
YES	Change Door's Status (Lock & Unlock)	NO
YES	View Door/Input Alarm Status	NO
NO	Door Lock Timer Setup	YES
NO	Door Held Open Setup	YES
NO	Door Operation Mode	YES
YES	Timezone Setup	YES
NO	Assign Reader Names	YES
YES	Make or Change Door Group Names & Assignments	YES
NO	Assign Timezone to Auto Unlock and Relock a Door	YES
NO	Assign Keypad and/or Reader Access	YES
NO	Assign Timezone to affect Reader and Keypad Operation	YES
NO	Assign Mode of operation for Readers/Keypads	YES
NO	Assign Output to a Door Alarm	YES

DATABASE ELEVATORS

CLIENT SOFTWARE		SERVER SOFTWARE
YES	View Elevator Status (Secured & Unsecured)	NO
YES	Change Elevator Status (Secure & Unsecure)	NO
NO	Assign Elevator Unit Name	YES
NO	Assign Elevator Unit to a Table	YES
NO	Assign Floor Names	YES
NO	Setup Floor Button Hold Timer	YES
YES	Setup Elevator Timezones	YES
NO	Assign Time Zone to a Floor	YES
YES	Make or Change Elevator Group Names & Assignments	YES

CLIENT

SERVER

ALARMS

CLIENT SOFTWARE		SERVER SOFTWARE
YES	View Alarms Pending or on Hold	NO
YES	Acknowledge Alarms Pending or on Hold	NO
YES	View Alarm Responses	NO
NO	Assign a Power Failure Alarm an Auxiliary Output	YES
NO	Assign a Power Failure Delay	YES
NO	Assign an Invalid Code Alarm an Auxiliary Output	YES
NO	Assign Keypad Duress Alarm an Auxiliary Output	YES
NO	Create an Alarm Response Instruction	YES
YES	Display an Alarm Response Instruction	NO
NO	Delete an Alarm Response Instruction	YES
NO	Assign an Alarm Graphic File	YES
NO	Assign Auxiliary Output to Door Alarm	YES

CLIENT SOFTWARE	INPUTS	SERVER SOFTWARE
YES	View Auxiliary Input Status	NO
YES	Bypass or Disarm an Auxiliary Input	NO
YES	View Supervised Input Status	NO
YES	Bypass or Disarm a Supervised Input	NO
NO	Assign or Change a Timezone for an Auxiliary Input	YES
NO	Assign or Change a Timezone for a Supervised Input	YES
NO	Assign an Auxiliary Input to an Auxiliary Output	YES
NO	Assign Auxiliary Outputs to Supervised Inputs	YES
	CARD DATABASE	
YES	Add a Cardholder	NO
YES	Delete a Cardholder	NO
YES	Change/Modify a Cardholder	NO
YES	Add a Block Of Cards	NO
YES	Find Changes made in the Card Database	NO
YES	Sort the Card Database	NO
YES	Create a Visitor Cardholder	NO
YES	Print the Cardholder Database	NO
YES	View Card In/Out Status	NO
NO	Change Master PIN for Card and Keypad Use	YES
YES	Setup Card Optional Fields	NO

TRANSACTION REPORTING

CLIENT SOFTWARE		SERVER SOFTWARE
YES	Setup a History Report	YES
YES	Run a saved report immediately	YES
YES	Run Weekly Reports	YES
NO	View System User Log	YES
NO	Print/Save System Report Configuration	YES
YES	Print Card Database	NO
NO	Delete/Backup History Transactions	YES
YES	View Online Transactions (Events currently occurring)	NO
NO	Re-Index Files (Used to fix corrupted files)	YES
YES	View Alarm Responses	NO

SPECIAL DAY

NO	Define a Holiday	YES
NO	Delete a Holiday	YES
NO	Setup Daylight Savings	YES

CLIENT SOFTWARE		SERVER SOFTWARE
	ANTI-PASSBACK	
YES	Reset All Cards from Anti-Passback on their next Card Read	NO
NO	Assign Anti-Passback to Readers(Controller Specific)	YES
	BADGING	
YES	Acquire an Image via TWAIN compatible device	NO
YES	Import a Photo File	NO
YES	Redefine the Portion of the Image to be used	NO
NO	Set the Photo Shape (Aspect Ratio)	YES
YES	Print a single Badge	NO
YES	Print Multiple Badges	NO
YES	Change the Badge Template	NO
YES	Create Badge Templates (Keyeditor)	NO
YES	Display Cardholder Transaction Window	NO
YES	View the User Transaction Details	NO
YES	Change the User Transaction Display Layout	NO
	MODEMS	
NO	Setup Activity Collection (Remote Sites)	YES
YES	Call up Remote Sites	YES
NO	Configure Remote Sites (Telephone Numbers)	YES

CLIENT SERVER